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Job Profile	Job Profile Code	Job Family Group	Job Family	Job Profile Summary	Compensation Grade
MPEX-ADM1A - General Administration - Professional 1 (Excluded)	MPEX-ADM1A	Admin Administration	General Administration	<p><b>JOB PROFILE SUMMARY:</b> Provide efficient and effective administration to a faculty/department/unit, in support of teaching, research and administration, in accordance with the unit's goals and objectives, while ensuring coherence with the University's mission and culture. Plan, develop and implement administrative processes and policies for a unit. Develop administrative standards, practices and systems. Provide a liaison function with other units and with external organizations. Support activities related to general administration including, but not limited to: finance, human resources, communications, student affairs, physical resources, archives, governance and legal affairs. Manage research administration, contracts, grants, philanthropic gifts or other formal relationships. Interpret and apply University regulations, policies and guidelines. Perform functions related to planning and institutional analysis.</p> <p><b>KEY ROLES:</b> Administer, analyse, supervise, manage or direct the activities related to the University's administrative procedures, policies and processes to support the administration of a faculty/department/unit. Perform and organize activities to support operations of the University such as administration, finance, human resources, communications, student affairs, and physical resources. Foster relationships with other units and external organizations</p> <p><b>TYPICAL FUNCTIONS:</b></p> <ul style="list-style-type: none"> <li>(i) Perform and organize activities to support the daily operations of the unit by ensuring that administrative services are carried out in accordance with established goals and objectives.</li> <li>(ii) Implement administrative procedures or systems that are moderately complex in support of the faculty, department or unit's operations and ensure activities meet or exceed established quality requirements.</li> <li>(iii) Assist with the preparation of operating and capital budgets and research grant applications.</li> <li>(iv) Monitor and reconcile accounts; assist in the preparation of reports and statements. Approve expenditures within established guidelines.</li> <li>(v) Plan meetings, conferences, luncheons and special events. Record and distribute minutes.</li> <li>(vi) Administer computer software licenses and distribution of hardware.</li> <li>(vii) Administer the human resources of the unit, including the processing of forms, letters, payroll and other documents.</li> <li>(viii) Maintain space inventory and interact with facility service units for required services to the building, such as renovations, security, emergency responses, safety, etc.</li> <li>(ix) Administer physical resources of the unit or building in compliance with University and government regulations.</li> <li>(x) Compile statistics and data for inclusion in reports. Update documents and reports, either in print or on the website.</li> <li>(xi) Provide support for student affairs and academic administrative activities.</li> <li>(xii) Establish and foster effective working relationships by identifying needs and providing support in the delivery of services.</li> <li>(xiii) Assess and resolve administrative problems. When appropriate, inform supervisor and formulate recommendations.</li> <li>(xiv) Attend meetings.</li> <li>(xv) Supervise support staff or oversee the work of employees, including casuals. Assist employees in their training.</li> </ul> <p><b>EDUCATION AND EXPERIENCE:</b></p> <ul style="list-style-type: none"> <li>-- DEC III</li> <li>-- Three (3) years' related experience</li> </ul>	MPEX Grade 03 (Grade)
MPEX-ADM1B - Research Administration - Professional 1 (Excluded)	MPEX-ADM1B	Admin Administration	Research Administration	<p><b>JOB PROFILE SUMMARY:</b> Provide efficient and effective administration to a faculty/department/unit, in support of teaching, research and administration, in accordance with the unit's goals and objectives, while ensuring coherence with the University's mission and culture. Plan, develop and implement administrative processes and policies for a unit. Develop administrative standards, practices and systems. Provide a liaison function with other units and with external organizations. Support activities related to general administration including, but not limited to: finance, human resources, communications, student affairs, physical resources, archives, governance and legal affairs. Manage research administration, contracts, grants, philanthropic gifts or other formal relationships. Interpret and apply University regulations, policies and guidelines.</p> <p><b>KEY ROLES:</b> Administer, analyse, supervise, manage or direct the activities related to enhancing and promoting the University's research, innovation, and collaboration activities, thereby furthering its reputation as a leading research university in Canada. Deliver comprehensive services and strategies related to sponsored research, innovation, partnerships, and ethics review and compliance. Identify research funding opportunities, support the development of funding applications, as well as nominations for prizes and awards, promote development and invention, and create and strengthen internal and external collaborations.</p> <p><b>TYPICAL FUNCTIONS:</b></p> <ul style="list-style-type: none"> <li>(i) Perform and organize activities to support the daily operations of the unit by ensuring that administrative services are carried out in accordance with established goals and objectives.</li> <li>(ii) Implement administrative procedures or systems that are moderately complex in support of the faculty, department or unit's operations and ensure activities meet or exceed established quality requirements.</li> <li>(iii) Respond to requests for support from researchers, on the preparation of grant applications, funding issues, regulatory agency rules and regulations, and University policies and procedures.</li> <li>(iv) Administer and monitor contracts, proposals and other legal instruments by reviewing and processing applications, certificates, and other forms, and ensuring that they are complete. Follow-up as needed.</li> <li>(v) Apply the most appropriate procedures for performing research and ethics administration activities, based on information received. Ensure that activities are performed in accordance with University and policies and procedures.</li> <li>(vi) Communicate information to the research community on new programs, changes to programs, submission procedures, deadlines, updates on regulatory changes, etc.</li> <li>(vii) Compile statistics and data for inclusion in reports. Update documents and reports, either in print or on the website.</li> <li>(viii) Respond to questions related to philanthropic gifts, donations and endowment funds.</li> <li>(ix) Establish and foster effective working relationships by identifying needs and providing support in the delivery of services. Assess and resolve administrative problems. When appropriate, inform supervisor and formulate recommendations.</li> <li>(x) Attend meetings.</li> <li>(xi) Supervise support staff or oversee the work of employees, including casuals. Assist employees in their training.</li> </ul> <p><b>EDUCATION AND EXPERIENCE:</b></p> <ul style="list-style-type: none"> <li>-- DEC III</li> <li>-- Three (3) years' related experience</li> </ul>	MPEX Grade 03 (Grade)
MPEX-ADM1E - Library & Archives - Professional 1 (Excluded)	MPEX-ADM1E	Admin Administration	Library & Archives	<p><b>JOB PROFILE SUMMARY:</b> Provide efficient and effective administration to a faculty/department/unit, in support of teaching, research and administration, in accordance with the unit's goals and objectives, while ensuring coherence with the University's mission and culture. Plan, develop and implement administrative processes and policies for a unit. Develop administrative standards, practices and systems. Provide a liaison function with other units and with external organizations. Support activities related to general administration including, but not limited to: finance, human resources, communications, student affairs, physical resources, archives, governance and legal affairs. Manage research administration, contracts, grants, philanthropic gifts or other formal relationships. Interpret and apply University regulations, policies and guidelines. Perform functions related to planning and institutional analysis.</p> <p><b>KEY ROLES:</b> Administer, analyse, supervise, manage or direct the activities related to the delivery of records' management and archives services for the University. Promote and encourage awareness of the importance of archives and records management to the University community. Communicate the implications of new developments in the fields of archives, records and information management.</p> <p><b>TYPICAL FUNCTIONS:</b></p> <ul style="list-style-type: none"> <li>(i) Perform and organize activities in support of the daily operations of archives and curator services.</li> <li>(ii) Implement standard classification systems for University unit record-keeping functions. Apply approved University records retention rules and related services in University units. Bring records management practices in line with campus standards. Convert active records into a uniform classification system.</li> <li>(iii) Review existing University record systems and supporting information technology applications in support of the continuing accurate development of the University's records retention rules.</li> <li>(iv) Participate in the assessment of University record systems and support information technology applications, including automated records management applications in support of a fully integrated paper/electronic records-keeping system.</li> <li>(v) Participate in the development of archives and records management training programs and in the presentation of such programs to the University community.</li> <li>(vi) Assist in the development of guidelines for the protection of vital records including a disaster recovery and related preservation management functions.</li> <li>(vii) Contribute to organizing the archives systems, procedures and plans, applications and services for the archives management information system, including on-line services, web and database management.</li> <li>(viii) Process both private acquisitions and administrative records according to the policies and procedures of the unit.</li> <li>(ix) Participate in the creation of finding aids and other reference tools according to professional standards to make archival holdings available to researchers.</li> <li>(x) Establish and foster effective working relationships by identifying needs and providing support in the delivery of services. Assess and resolve problems. When appropriate, inform supervisor and formulate recommendations.</li> <li>(xi) Attend meetings.</li> <li>(xii) Supervise support staff or oversee the work of employees, including casuals. Assist employees in their training.</li> </ul> <p><b>EDUCATION AND EXPERIENCE:</b></p> <ul style="list-style-type: none"> <li>-- DEC III</li> <li>-- Three (3) years' related experience</li> </ul>	MPEX Grade 02 (Grade)

MPEX-ADM1F - Secretariat Administration - Professional 1 (Excluded)	MPEX-ADM1F	Admin Administration	Secretariat Administration	<p><b>JOB PROFILE SUMMARY:</b> Provide efficient and effective administration to a faculty/department/unit, in support of teaching, research and administration, in accordance with the unit's goals and objectives, while ensuring coherence with the University's mission and culture. Plan, develop and implement administrative processes and policies for a unit. Develop administrative standards, practices and systems. Provide a liaison function with other units and with external organizations. Support activities related to general administration including, but not limited to: finance, human resources, communications, student affairs, physical resources, archives, governance and legal affairs. Manage research administration, contracts, grants, philanthropic gifts or other formal relationships. Interpret and apply University regulations, policies and guidelines. Perform functions related to planning and institutional analysis.</p> <p><b>KEY ROLES:</b> Administer, analyse, supervise, manage or direct the activities related to the delivery of administrative support for the maintenance and smooth functioning of the University's governing bodies and committees. Ensure University regulations, policies and guidelines are applied and provide a liaison function with other University units. Ensure that tribunals, elections, search committees, access to information, and correct usage of the University name and insignia, are carried out in accordance with University regulations, policies and guidelines.</p> <p><b>TYPICAL FUNCTIONS:</b> (i) Perform and organize activities to support the daily operations of the unit by ensuring that functions are carried out in accordance with established goals and objectives. (ii) Implement administrative procedures or systems that are moderately complex in support of the faculty, department or unit's operations and ensure activities meet or exceed established quality requirements. (iii) Implement procedures related to copyright legislation, insignia, and other legal signs and McGill's logos. Ensure the correct usage of the University name and symbol is carried out in accordance with University policies and procedures. (iv) Plan meetings, conferences, luncheons and special events. (v) Record and distribute minutes. Update and maintain website. (vi) Attend Board of Governors and Senate meetings and act as resources person on regulations. (vii) Administer election process for nominations for staff and students to represent the University on Senate and Board of Governors. Ensure procedures are understood and provide explanations. (viii) Administer the logistics for search committees for senior academic positions such as Deans, Provost, Chancellor and Principal. (ix) Administer the Academic and Librarian tenure process, and prepare documentation for promotions and positions. (x) Respond to requests for information under the Act Respecting Access to Information, the Protection of Personal Information as well as copyright legislation. (xi) Provide access to information according to the law and University regulations and guidelines. (xii) Act as confidential resource person for harassment cases and provide information to harassment assessors. (xiii) Compile statistics and data for inclusion in reports. Update documents and reports, either in print or on the website. (xiv) Establish and foster effective working relationships by identifying needs and providing support in the delivery of services. Assess and resolve problems. When appropriate, inform supervisor and formulate recommendations. (xv) Attend meetings. (xvi) Supervise support staff or oversee the work of employees, including casuals. Assist employees in their training.</p> <p><b>EDUCATION AND EXPERIENCE:</b> – DEC III – Three (3) years' related experience</p>	MPEX Grade 03 (Grade)
MPEX-ADM2A - General Administration - Professional 2	MPEX-ADM2A	Admin Administration	General Administration	<p><b>JOB PROFILE SUMMARY:</b> Provide efficient and effective administration to a faculty/department/unit, in support of teaching, research and administration, in accordance with the unit's goals and objectives, while ensuring coherence with the University's mission and culture. Plan, develop and implement administrative processes and policies for a unit. Develop administrative standards, practices and systems. Provide a liaison function with other units and with external organizations. Support activities related to general administration including, but not limited to: finance, human resources, communications, student affairs, physical resources, archives, governance and legal affairs. Manage research administration, contracts, grants, philanthropic gifts or other formal relationships. Interpret and apply University regulations, policies and guidelines. Perform functions related to planning and institutional analysis.</p> <p><b>KEY ROLES:</b> Administer, analyse, supervise, manage or direct the activities related to the University's administrative procedures, policies and processes to support the administration of a faculty/department/unit. Perform and organize activities to support operations of the University such as administration, finance, human resources, communications, student affairs, and physical resources. Foster relationships with other units and external organizations.</p> <p><b>TYPICAL FUNCTIONS:</b> (i) Participate in the development and implementation of policies and new initiatives that support the strategic direction of the unit. (ii) Use professional expertise, to prioritize activities or analyse a wide variety of programs and processes. (iii) Deliver or support the delivery of services to a unit in situations involving a variety of practices and processes. Ensure process and procedures are well documented and updated. (iv) Organize and streamline processes regarding data collection practices and processes, and ensure shared data is collected, protected, cleaned and stored. (v) Analyse the financial operations of the area. Participate in budgetary planning and recommend budget allocations, prepare and submit operating and other budgets. (vi) Supervise accounting and payroll activities. Exercise budgetary controls. (vii) Ensure accurate and efficient recording of the area's financial position. Meet with managers to determine financial priorities. (viii) Authorize and approve expenditures and ensure compliance with the University and departmental budget policies and financial procedures. Prepare appropriate reporting and year-end financial documentation. (ix) Oversee the human resources for the unit. (x) Analyse administrative problems, determine course of action, and provide advice to faculty, department or unit on problem resolution. (xi) Develop and implement procedures, controls and record keeping systems for the unit. (xii) Plan large meetings, conferences and special events, including logistics, invitations, catering and all necessary equipment and material. (xiii) Record detailed minutes at meetings, make decisions and ensure follow-up and implementation of agreed decisions. (xiv) Write reports and documentation, and distribute as required. Ensure website is maintained. (xv) Compile statistics, complete questionnaires and surveys for inclusion in reports. (xvi) Plan the physical resources of the unit or building, ensuring compliance with University and government regulations, and exercise budgetary controls for renovations and maintenance projects. (xvii) Evaluate administrative IT needs, space inventory and building issues. Assign space to staff and students to ensure efficiency. (xviii) Oversee student and academic administrative activities. (xix) Liaise with internal units and external organizations. (xx) Participate at meetings, make recommendations and provide solutions. (xxi) Supervise staff and evaluate progress of assignments and results.</p>	MPEX Grade 04 (Grade)

MPEX-ADM2B - Research Administration - Professional 2	MPEX-ADM2B	Admin Administration	Research Administration	<p><b>JOB PROFILE SUMMARY:</b></p> <p>Provision of the efficient and effective operation of a University unit, in support of teaching, research and administration, in accordance with the unit's goals and objectives and ensuring coherence with the University's mission and culture. This includes the planning, development and implementation of all administrative processes and supporting policies for a unit; the development of standards, practices and systems; the provision of a liaison function with other University units and with external organizations. It also includes the provision of leadership, professional advice and functional guidance in shaping the University's mission in coherence with its values and culture; authoritative advisory services and administrative support for decision-making at the senior administration level; development, implementation and monitoring of archives and records management services; comprehensive integrated record keeping policies and procedures; the management of contracts, grants, or other formal relationships; interpretation and application of University regulations, policies and guidelines; transition services; maintenance of governing bodies and committees, and protection of University symbols.</p> <p><b>KEY ROLES:</b></p> <p>Facilitate, coordinate, enhance and promote McGill's research and development activities and the transfer of research findings, thereby furthering McGill's reputation as a leading research university in Canada and the world. Deliver or support the delivery of research administration and/or ethics review services to a faculty/department/unit in situations where there a variety of practices and precedents. Develop and implement procedures and/or controls to enhance the operation of the unit and provide administrative direction regarding the unit's goals and objectives. Undertake in-depth analysis of files/complex issues, articulate alternatives and recommend course of action. Provide expertise and advice to researchers and/or faculty/department/units on external funding programs, grants, research ethics and related issues. Participate in the implementation of policies and new initiatives that support the strategic direction of the faculty/department/unit by keeping abreast of new developments and trends, specifically in areas such as external funding programs, grants, research ethics and external agency regulations.</p> <p><b>TYPICAL FUNCTIONS:</b></p> <p>(i) Administer and promote diverse funding programs via e-mail or the unit's web page.  (ii) Monitor funding sources, maintain database of deadlines and ensure appropriate communication to the research community on new programs, deadlines, changes to programs, submission procedures, regulatory changes, etc.  (iii) Research, develop and promote standards and practices required for compliance of University processes with external agencies regulations.  (iv) Perform site inspections and verify compliance with regulations.  (v) Provide information, advice and guidance to researchers and/or faculty/department/unit on the preparation of proposals and/or ethics applications, and on the interpretation of funding/regulatory agencies rules and regulations, and University policies and procedures.  (vi) Provide information and support to grant holders, candidates and academic units.  (vii) Review submissions for quality, accuracy and compliance with University policies and procedures, funding and regulatory agencies' rules and regulations. Suggest or make changes, as appropriate. Prepare guidance and checklists for the major funding agencies.  (viii) Identify programs that best fit new faculty members and provide assistance in procedures for submitting proposals.  (ix) Analyse, review and assess information received by granting and regulatory agencies.  (x) Is signing authority within area of responsibility, as required.  (xi) Make presentations at information/orientation sessions.  (xii) Compile statistics and data for inclusion in University and external reports, and coordinate and oversee the production of publications and other materials.  (xiii) Maintain database on research, consortium and transfer of funds agreements.  (xiv) Liaise with research community, affiliated hospitals, external regulatory and governmental agency personnel.  (xv) Supervise support staff.  (xvi) Organize and/or attend meetings and conferences; oversee site and accreditation visits, educational programs, and special events. May represent unit at internal and/or external meetings or function as record-keeper and ensure follow-up of business.  (xvii) Undertake special projects.</p>	MPEX Grade 05 (Grade)
MPEX-ADM2E - Library & Archives - Professional 2	MPEX-ADM2E	Admin Administration	Library & Archives	<p><b>JOB PROFILE SUMMARY:</b></p> <p>Provide efficient and effective administration to a faculty/department/unit, in support of teaching, research and administration, in accordance with the unit's goals and objectives, while ensuring coherence with the University's mission and culture. Plan, develop and implement administrative processes and policies for a unit. Develop administrative standards, practices and systems. Provide a liaison function with other units and with external organizations. Support activities related to general administration including, but not limited to: finance, human resources, communications, student affairs, physical resources, archives, governance and legal affairs. Manage research administration, contracts, grants, philanthropic gifts or other formal relationships. Interpret and apply University regulations, policies and guidelines. Perform functions related to planning and institutional analysis.</p> <p><b>KEY ROLES:</b></p> <p>Administer, analyse, supervise, manage or direct the activities related to the delivery of records' management and archives services for the University. Promote and encourage awareness of the importance of archives and records management to the University community. Communicate the implications of new developments in the fields of archives, records and information management.</p> <p><b>TYPICAL FUNCTIONS:</b></p> <p>(i) Participate in the development and implementation of policies and new initiatives that support the strategic direction of the unit.  (ii) Provide professional expertise and advice on the planning and control of projects within University archives. Analyse problems, articulate alternatives and recommend solutions.  (iii) Promote and encourage awareness of the role and importance of archives and records management to the University community.  (iv) Participate in the development and implementation of University policies and procedures for archiving and exhibiting materials, collections and artifacts.  (v) Update and maintain the University's records retention schedule, including the editing or elimination of old rules and the drafting of new rules. Appraise the value of current and non-current records of the University to ascertain appropriate retention periods and ensure the timely destruction of valueless records.  (vi) Meet with department heads or delegates to administer all aspects of the records management program, including records classifications and the orderly transfer of records to University archives and the designation of records for destruction.  (vii) Analyse the University archives' storage facilities; prepare plans for future space preservation, including disaster planning, personnel and equipment needs.  (viii) Conduct analysis of archives systems and procedures and plans, applications and services for the archives management information system, on-line services, web management and database management.  (ix) Train users in the collecting documentation and informing users of changes to the system. Plan and develop external web based communication links to make archives holdings more available to users.  (x) Meet with private donors regarding their donations and arrange appraisals for tax purposes for the donors of private archives to the University.  (xi) Create finding aids and other reference tools according to professional standards to make archival holdings available to researchers and act as expert resource on University history.  (xii) Screen research requests and all records recalled by researchers to ensure that privacy, confidentiality and copyright legal requirements are satisfied before records are provided to researchers.  (xiii) Maintain close contact with departments or units to ensure that Museum collections respond to teaching and research needs. Prepare exhibits of ethnology collections; provide tours schools and the public. Participate in special events held at the museum.  (xiv) Carry out research of collections and facilitate research of artifacts and documentation by scholars and students.  (xv) Publish articles on holdings and finding aids to promote the research potential of the holdings. Write detailed descriptions of artifacts.  (xvi) Participate at meetings, make recommendations and provide solutions.  (xvii) Supervise staff and evaluate progress of assignments and results.</p> <p><b>EDUCATION AND EXPERIENCE:</b></p> <p>-- Undergraduate degree</p>	MPEX Grade 04 (Grade)

MPEX-ADM2F - Secretariat Administration - Professional 2	MPEX-ADM2F	Admin Administration	Secretariat Administration	<p><b>JOB PROFILE SUMMARY:</b> Provide efficient and effective administration to a faculty/department/unit, in support of teaching, research and administration, in accordance with the unit's goals and objectives, while ensuring coherence with the University's mission and culture. Plan, develop and implement administrative processes and policies for a unit. Develop administrative standards, practices and systems. Provide a liaison function with other units and with external organizations. Support activities related to general administration including, but not limited to: finance, human resources, communications, student affairs, physical resources, archives, governance and legal affairs. Manage research administration, contracts, grants, philanthropic gifts or other formal relationships. Interpret and apply University regulations, policies and guidelines. Perform functions related to planning and institutional analysis.</p> <p><b>KEY ROLES:</b> Administer, analyse, supervise, manage or direct the activities related to the delivery of administrative support for the maintenance and smooth functioning of the University's governing bodies and committees. Ensure University regulations, policies and guidelines are applied and provide a liaison function with other University units. Ensure that tribunals, elections, search committees, access to information, and correct usage of the University name and insignia, are carried out in accordance with University regulations, policies and guidelines.</p> <p><b>TYPICAL FUNCTIONS:</b> (i) Participate in the development and implementation of policies and new initiatives that support the strategic direction of the unit. (ii) Provide professional expertise and advice on a variety of secretariat and governance policies, procedures, guidelines and regulations. (iii) Deliver or support the delivery of services of the University's governance office, including the logistics and documentation related to the Board of Governors, Senate and other committees. (iv) Plan large meetings, conferences and special events, including logistics, invitations, catering and all necessary equipment and material. (v) Record detailed minutes at meetings, make decisions and ensure follow-up and implementation of agreed decisions. (vi) Write reports and documentation, and distribute as required. Ensure website is maintained. (vii) Develop and implement procedures regarding University election process for nominations for staff and students representatives on the Senate or Board of Directors. (viii) Develop and facilitate training sessions and provide documentation related to governance, elections, search committees, and other committees. Ensure that information related to mandate and membership is respected. (ix) Oversee the activities regarding dispute resolution and appeals for academic staff and students. (x) Develop process and procedures for tenure and promotion process for academic staff and librarians. (xi) Implement the process related to search committees for senior academic positions such as Deans, Provost, Chancellor and Principal. (xii) Approve requests for information under the Act Respecting Access to Information, the Protection of Personal Information as well as copyright legislation. (xiii) Develop procedures related to harassment cases and University harassment assessors. (xiv) Create procedures related to copyright legislation, insignia, and other legal signs and McGill's logos. (xv) Compile information, gather data, and prepare reports on governance issues. (xvi) Liaise with a variety of internal units and external organizations, including government officials. (xvii) Participate at meetings, make recommendations and provide solutions. (xviii) Supervise staff and evaluate progress of assignments and results.</p> <p><b>EDUCATION AND EXPERIENCE:</b> -- Undergraduate degree</p>	MPEX Grade 04 (Grade)
MPEX-ADM3A - General Administration - Senior Professional/Man- ager	MPEX-ADM3A	Admin Administration	General Administration	<p><b>JOB PROFILE SUMMARY:</b> Provide efficient and effective administration to a faculty/department/unit, in support of teaching, research and administration, in accordance with the unit's goals and objectives, while ensuring coherence with the University's mission and culture. Plan, develop and implement administrative processes and policies for a unit. Develop administrative standards, practices and systems. Provide a liaison function with other units and with external organizations. Support activities related to general administration including, but not limited to: finance, human resources, communications, student affairs, physical resources, archives, governance and legal affairs. Manage research administration, contracts, grants, philanthropic gifts or other formal relationships. Interpret and apply University regulations, policies and guidelines. Perform functions related to planning and institutional analysis.</p> <p><b>KEY ROLES:</b> Administer, analyse, supervise, manage or direct the activities related to the University's administrative procedures, policies and processes to support the administration of a faculty/department/unit. Perform and organize activities to support operations of the University such as administration, finance, human resources, communications, student affairs, and physical resources. Foster relationships with other units and external organizations.</p> <p><b>TYPICAL FUNCTIONS:</b> (i) Manage the administrative and financial activities of a faculty, large department or unit with multiple reporting areas. (ii) Provide senior professional expertise to unit members on administrative, financial, human resources and academic programs and projects. (iii) Oversee the implementation of short-term goals and objectives related to the function. (iv) Establish financial priorities. Develop and implement operating and other budgets. (v) Authorize expenditures, review all accounts, and ensure compliance with University and departmental budget policies and financial procedures. Ensure preparation of appropriate reporting and year-end documentation. (vi) Negotiate and implement contractual obligations and large purchases, including equipment. (vii) Manage the human resources activities. (viii) Develop communications and publications. Write and edit a variety of reports and proposals. (ix) Manage large events by supervising all logistics including venue, catering, invitations, guest speakers, hotel accommodations and travel. (x) Manage physical resources of the faculty/department/unit, ensuring compliance with University and government regulations, and exercise budgetary controls. (xi) Develop objectives and make recommendations for the efficient utilization of space. Oversee space inventory, large scale renovations and construction projects and the provision of required maintenance services to buildings. (xii) Approve space assignment to faculty members, administrative staff, and students; ensure logistics are in place. (xiii) Develop procedures related to student affairs or academic activities for the unit. (xiv) Manage relationships between faculties, and with external organizations. (xv) Make recommendations on financial and human resources needs. (xvi) Attend senior level meetings and represent the unit at internal and external meetings. (xvii) Manage a team of professional and administrative staff.</p> <p><b>EDUCATION AND EXPERIENCE:</b> -- Undergraduate degree -- Five (5) years' related experience</p>	MPEX Grade 07 (Grade)

MPEX-ADM3B - Research Administration - Senior Professional/Manager	MPEX-ADM3B	Admin Administration	Research Administration	<p><b>JOB PROFILE SUMMARY:</b></p> <p>Provide efficient and effective administration to a faculty/department/unit, in support of teaching, research and administration, in accordance with the unit's goals and objectives, while ensuring coherence with the University's mission and culture. Plan, develop and implement administrative processes and policies for a unit. Develop administrative standards, practices and systems. Provide a liaison function with other units and with external organizations. Support activities related to general administration including, but not limited to: finance, human resources, communications, student affairs, physical resources, archives, governance and legal affairs. Manage research administration, contracts, grants, philanthropic gifts or other formal relationships. Interpret and apply University regulations, policies and guidelines. Perform functions related to planning and institutional analysis.</p> <p><b>KEY ROLES:</b></p> <p>Administer, analyse, supervise, manage or direct the activities related to enhancing and promoting the University's research, innovation, and collaboration activities, thereby furthering its reputation as a leading research university in Canada. Deliver comprehensive services and strategies related to sponsored research, innovation, partnerships, and ethics review and compliance. Identify research funding opportunities, support the development of funding applications, as well as nominations for prizes and awards, promote development and invention, and create and strengthen internal and external collaborations.</p> <p><b>TYPICAL FUNCTIONS:</b></p> <p>(i) Participate in the development and implementation of policies and new initiatives that support the strategic direction of the unit.  (ii) Use professional expertise, specialized skills and knowledge to prioritize activities or analyse a wide variety of programs and processes.  (iii) Deliver or support the delivery of services to a unit in situations involving a variety of practices and precedents.  (iv) Advise researchers on the preparation of proposals and ethics applications.  (v) Interpret funding rules and regulations, and University policies and procedures.  (vi) Review submissions for quality, accuracy and compliance with University policies and procedures, as well as funding and regulatory agency rules and regulations. Suggest or make changes, as appropriate. Prepare guidance and checklists for the major funding agencies.  (vii) Research, develop and promote standards and practices required for compliance of University processes with external agencies regulations.  (viii) Analyse and oversee the use of philanthropic gifts received by the University. Ensure gifts are used as per the gift agreements.  (ix) Prepare financial reports regarding donations and endowment performance and spending of funds.  (x) Analyse and promote diverse funding programs.  (xi) Identify programs that best fit new faculty members and provide assistance in procedures for submitting proposals.  (xii) Develop training sessions for faculty and staff. Facilitate presentations and training sessions.  (xiii) Compile statistics and data for inclusion in University and external reports, and oversee the production of publications and other materials.  (xiv) Analyse, review and assess information received from granting and regulatory agencies and donors.  (xv) Liaise with a variety of internal units and external organizations, including government officials.  (xvi) Participate at meetings, make recommendations and provide solutions.  (xvii) Supervise staff and evaluate progress of assignments and results.</p> <p><b>EDUCATION AND EXPERIENCE:</b></p> <p>– Undergraduate degree</p>	MPEX Grade 08 (Grade)
MPEX-ADM3C - Legal - Senior Professional/Manager	MPEX-ADM3C	Admin Administration	Legal	<p><b>JOB PROFILE SUMMARY:</b></p> <p>Provide efficient and effective administration to a faculty/department/unit, in support of teaching, research and administration, in accordance with the unit's goals and objectives, while ensuring coherence with the University's mission and culture. Plan, develop and implement administrative processes and policies for a unit. Develop administrative standards, practices and systems. Provide a liaison function with other units and with external organizations. Support activities related to general administration including, but not limited to: finance, human resources, communications, student affairs, physical resources, archives, governance and legal affairs. Manage research administration, contracts, grants, philanthropic gifts or other formal relationships. Interpret and apply University regulations, policies and guidelines. Perform functions related to planning and institutional analysis.</p> <p><b>KEY ROLES:</b></p> <p>Administer, analyse, supervise, manage or direct the activities related to legal issues and policy matters. Review regulations, guidelines, policies and procedures to govern all aspects of the University's operations. Protect the University's legal interests and resolve legal issues. Ensure that University programs, practices and agreements comply with legal requirements.</p> <p><b>TYPICAL FUNCTIONS:</b></p> <p>(i) Provide professional expertise to faculties, departments and units concerning a variety of legal issues, grievances and disputes.  (ii) Interpret the law as it applies to University policies and regulations.  (iii) Analyse the scope of problems and the complexities of legal issues; identify alternatives and recommend solutions.  (iv) Represent the faculty/department/unit at arbitration hearings, disputes and grievances.  (v) Conduct research and provide advice and counsel on a variety of legal, corporate, commercial and contractual issues.  (vi) Draft and review University policies, regulations and guidelines.  (vii) Interpret policies, regulations and guidelines for the resolution of claims, disputes or disagreements.  (viii) Draft and provide legal review of all types of contracts and letters of intent, policies, regulations, statements and letters with legal consequences. Ensure protection of the legal rights of the University.  (ix) Communicate with various levels of government officials, courts and others concerning application and interpretation of law and legislation as it applies to McGill.  (x) Manage relationships with faculties/departments/units, and with external organizations and government officials (Commission des relations du travail, Commission des normes du travail), and with law firms.  (xi) Attend senior level meetings and represent the unit at internal and external meetings.  (xii) Manage a team of professional and administrative staff.</p> <p><b>EDUCATION AND EXPERIENCE:</b></p> <p>– Undergraduate degree  – Five (5) years' experience</p>	MPEX Grade 08 (Grade)
MPEX-ADM3E - Library & Archives - Senior Professional/Manager	MPEX-ADM3E	Admin Administration	Library & Archives	<p><b>JOB PROFILE SUMMARY:</b></p> <p>Provide efficient and effective administration to a faculty/department/unit, in support of teaching, research and administration, in accordance with the unit's goals and objectives, while ensuring coherence with the University's mission and culture. Plan, develop and implement administrative processes and policies for a unit. Develop administrative standards, practices and systems. Provide a liaison function with other units and with external organizations. Support activities related to general administration including, but not limited to: finance, human resources, communications, student affairs, physical resources, archives, governance and legal affairs. Manage research administration, contracts, grants, philanthropic gifts or other formal relationships. Interpret and apply University regulations, policies and guidelines. Perform functions related to planning and institutional analysis.</p> <p><b>KEY ROLES:</b></p> <p>Administer, analyse, supervise, manage or direct the activities related to the delivery of records' management and archives services for the University. Promote and encourage awareness of the importance of archives and records management to the University community. Communicate the implications of new developments in the fields of archives, records and information management.</p> <p><b>TYPICAL FUNCTIONS:</b></p> <p>(i) Provide senior professional expertise and advice in the development and implementation of policies, programs and systems related to archives and museum collections.  (ii) Participate in the development of new archives and records policies and procedures.  (iii) Participate in the analysis of University-wide records requirements including compliance, information management and organizational and operational impact.  (iv) Manage the archives integrated records control, collections management and access tools.  (v) Analyse overall effectiveness with respect to goals and objectives and provide advice to the University Archivist.  (vi) Provide analysis and support for external relations on matters relating to archives, official record keeping and records management.  (vii) Manage negotiations with department heads or delegates concerning records management services in their units, including classification, transfer and disposition procedures.  (viii) Develop transfer procedures, assess needs for training material, and develop training documentation.  (ix) Write archival descriptions and preservation management of permanent holdings, including ongoing operations and special collections.  (x) Manage identification, maintenance, storage and preservation of permanent archival records in electronic and media formats.  (xi) Manage the Archives' storage facilities and external suppliers taking into account preservation management, holdings control and security requirements.  (xii) Attend senior level meetings and represent the unit at internal and external meetings.  (xiii) Manage a team of professional and administrative staff.</p> <p><b>EDUCATION AND EXPERIENCE:</b></p> <p>– Undergraduate degree  – Five (5) years' related experience</p>	MPEX Grade 06 (Grade)

MPEX-ADM4A - General Administration - Director or equivalent (A)	MPEX-ADM4A	Admin Administration	General Administration	<p><b>JOB PROFILE SUMMARY:</b></p> <p>Provide efficient and effective administration to a faculty/department/unit, in support of teaching, research and administration, in accordance with the unit's goals and objectives, while ensuring coherence with the University's mission and culture. Plan, develop and implement administrative processes and policies for a unit. Develop administrative standards, practices and systems. Provide a liaison function with other units and with external organizations. Support activities related to general administration including, but not limited to: finance, human resources, communications, student affairs, physical resources, archives, governance and legal affairs. Manage research administration, contracts, grants, philanthropic gifts or other formal relationships. Interpret and apply University regulations, policies and guidelines. Perform functions related to planning and institutional analysis.</p> <p><b>KEY ROLES:</b></p> <p>Provide efficient and effective administration to a faculty/department/unit, in support of teaching, research and administration, in accordance with the University's mission and culture. Plan, develop and implement administrative processes and policies for a unit. Develop administrative standards, practices and systems. Provide a liaison function with other units and with external organizations. Support activities related to general administration including, but not limited to: finance, human resources, communications, student affairs, physical resources, archives, governance and legal affairs. Manage research administration, contracts, grants, philanthropic gifts or other formal relationships. Interpret and apply University regulations, policies and guidelines. Perform functions related to planning and institutional analysis.</p> <p><b>TYPICAL FUNCTIONS:</b></p> <p>(i) Establish the strategic direction of the unit and oversee implementation of short and long term plans related to the function.</p> <p>(ii) Provide leadership and direction to McGill community on administrative issues including finance, budget, student affairs, logistics, communications, human resources, and administrative IT issues.</p> <p>(iii) Lead the implementation of new initiatives that support the strategic direction of a faculty/department/unit by keeping abreast of new developments and trends in University administration.</p> <p>(iv) Work closely with heads of unit, senior administration, executives, deans, directors and academics.</p> <p>(v) Direct and manage services and develop supporting policies and procedures that have university-wide impact.</p> <p>(vi) Negotiate terms of agreements and act as signing authority within area of responsibility.</p> <p>(vii) Write reports and proposals to support new initiatives and projects.</p> <p>(viii) Ensure IT infrastructure needs of the unit are met.</p> <p>(ix) Develop relationships with external organizations including government officials.</p> <p>(x) Establish an organizational plan for the unit, and secure budget needs for resources.</p> <p>(xi) Chair or lead committees and represent the University at internal and external meetings.</p> <p>(xii) Direct and manage staff in accomplishing the goals and objectives of the unit.</p> <p><b>EDUCATION AND EXPERIENCE:</b></p> <p>-- Undergraduate degree -- Eight (8) years' related experience</p>	MPEX Grade 10 (Grade)
MPEX-ADM4B - Research Administration - Director or equivalent	MPEX-ADM4B	Admin Administration	Research Administration	<p><b>JOB PROFILE SUMMARY:</b></p> <p>Provide efficient and effective administration to a faculty/department/unit, in support of teaching, research and administration, in accordance with the unit's goals and objectives, while ensuring coherence with the University's mission and culture. Plan, develop and implement administrative processes and policies for a unit. Develop administrative standards, practices and systems. Provide a liaison function with other units and with external organizations. Support activities related to general administration including, but not limited to: finance, human resources, communications, student affairs, physical resources, archives, governance and legal affairs. Manage research administration, contracts, grants, philanthropic gifts or other formal relationships. Interpret and apply University regulations, policies and guidelines. Perform functions related to planning and institutional analysis.</p> <p><b>KEY ROLES:</b></p> <p>Administer, analyse, supervise, manage or direct the activities related to enhancing and promoting the University's research, innovation, and collaboration activities, thereby furthering its reputation as a leading research university in Canada. Deliver comprehensive services and strategies related to sponsored research, innovation, partnerships, and ethics review and compliance. Identify research funding opportunities, support the development of funding applications, as well as nominations for prizes and awards, promote development and invention, and create and strengthen internal and external collaborations.</p> <p><b>TYPICAL FUNCTIONS:</b></p> <p>(i) Establish the strategic direction of the unit and oversee implementation of short and long term plans related to the function.</p> <p>(ii) Provide leadership and direction to the McGill community on a variety of topics affecting the research grant administration.</p> <p>(iii) Establish the strategic direction of the unit and ensure the University's overall mission by keeping abreast of new developments and trends in a rapidly expanding external funding programs and initiatives, government regulations, expansive research areas and current events.</p> <p>(iv) Negotiate complex funding agreements on behalf of researchers throughout the project life span.</p> <p>(v) Act as signing authority and advise senior management on the legal use of philanthropic gifts, donations and endowment funds.</p> <p>(vi) Promote innovation, entrepreneurship, and intellectual property rights to researchers.</p> <p>(vii) Develop and implement performance indicators, benchmarks, and accountability measures related to research administration, funding and performance.</p> <p>(viii) Collaborate with hospitals and other organizations to generate revenue through invention development and entrepreneurship.</p> <p>(ix) Write documentation, proposals, reference guides and other related materials.</p> <p>(x) Negotiate high level, very complex contracts and agreements with funding agencies and partners.</p> <p>(xi) Establish the IT infrastructure needs for the unit.</p> <p>(xii) Establish an organizational plan for the unit and secure budget needs for resources.</p> <p>(xiii) Chair or lead committees and represent the University at internal and external meetings.</p> <p>(xiv) Direct and manage staff in accomplishing the goals and objectives of the unit.</p> <p><b>EDUCATION AND EXPERIENCE:</b></p> <p>-- Undergraduate degree -- Eight (8) years' related experience</p>	MPEX Grade 10 (Grade)
MPEX-ADM4C - Legal - Director or equivalent	MPEX-ADM4C	Admin Administration	Legal	<p><b>JOB PROFILE SUMMARY:</b></p> <p>Provide efficient and effective administration to a faculty/department/unit, in support of teaching, research and administration, in accordance with the unit's goals and objectives, while ensuring coherence with the University's mission and culture. Plan, develop and implement administrative processes and policies for a unit. Develop administrative standards, practices and systems. Provide a liaison function with other units and with external organizations. Support activities related to general administration including, but not limited to: finance, human resources, communications, student affairs, physical resources, archives, governance and legal affairs. Manage research administration, contracts, grants, philanthropic gifts or other formal relationships. Interpret and apply University regulations, policies and guidelines. Perform functions related to planning and institutional analysis.</p> <p><b>KEY ROLES:</b></p> <p>Administer, analyse, supervise, manage or direct the activities related to legal issues and policy matters. Review regulations, guidelines, policies and procedures to govern all aspects of the University's operations. Protect the University's legal interests and resolve legal issues. Ensure that University programs, practices and agreements comply with legal requirements.</p> <p><b>TYPICAL FUNCTIONS:</b></p> <p>(i) Provide senior professional expertise to McGill community on legal matters, grievances, arbitrations, disputes, harassment cases, student-related issues and collective agreements.</p> <p>(ii) Interpret the law and its application to academic and administrative University policies and regulations.</p> <p>(iii) Analyse the scope of complex problems and the complexities of legal issues, identify alternatives and recommend solutions.</p> <p>(iv) Negotiate, draw up or provide legal review of all types of contracts and letters of intent, policies, regulations, statements and letters with legal consequences. Ensure maximum protection of the legal rights of the University and guard against associated legal risk.</p> <p>(v) Provide guidance and direction to senior academic administrator and Deans on legal issues that pertain to their faculties.</p> <p>(vi) Act as the University's representative in cases under investigation by outside tribunals, such as Human Rights, Labour Standards, and Access to Information.</p> <p>(vii) Investigate and advise on cases, and formulate University's response; defend University's interests.</p> <p>(viii) Direct outside counsel on litigation. Prepare for litigation; analyse legal issues, decide on evidence to be presented, draft and verify motions, declarations and other legal documents; prepare witnesses.</p> <p>(ix) Conduct information sessions on University regulations, policies, and the law or on current legal issues, to ensure the University's awareness and compliance with current legislation, legal trends and decisions.</p> <p>(x) Chair or lead committees and represent the University at internal and external meetings.</p> <p>(xi) Direct or manage staff in accomplishing the goals and objectives of the unit.</p> <p><b>EDUCATION AND EXPERIENCE:</b></p> <p>-- Undergraduate degree -- Ten (10) years' related experience</p>	MPEX Grade 11 (Grade)

MPEX-ADM4E - Library & Archives - Director or equivalent	MPEX-ADM4E	Admin Administration	Library & Archives	<p><b>JOB PROFILE SUMMARY:</b> Provide efficient and effective administration to a faculty/department/unit, in support of teaching, research and administration, in accordance with the unit's goals and objectives, while ensuring coherence with the University's mission and culture. Plan, develop and implement administrative processes and policies for a unit. Develop administrative standards, practices and systems. Provide a liaison function with other units and with external organizations. Support activities related to general administration including, but not limited to: finance, human resources, communications, student affairs, physical resources, archives, governance and legal affairs. Manage research administration, contracts, grants, philanthropic gifts or other formal relationships. Interpret and apply University regulations, policies and guidelines. Perform functions related to planning and institutional analysis.</p> <p><b>KEY ROLES:</b> Administer, analyse, supervise, manage or direct the activities related to the delivery of records' management and archives services for the University. Promote and encourage awareness of the importance of archives and records management to the University community. Communicate the implications of new developments in the fields of archives, records and information management.</p> <p><b>TYPICAL FUNCTIONS:</b> (i) Establish the strategic direction of the unit and oversee implementation of short and long term plans related to record keeping, archives and the acquisition of private collections. (ii) Plan, develop and guide records retention policies and procedures related to identification of records retention requirements applicable across record formats. Ensure records security. Authorize destruction of University records. (iii) Provide leadership and direction to the University community on information technology issues as they affect the long-term reliability and retrievability of University records. (iv) Provide professional guidance and expertise to senior management and act as senior resource to McGill community on a variety of issues including preservation formats for records in electronic form, electronic records systems, e-mail, digital formats, archives, and web sites. (v) Lead the implementation of policies and procedures relating to University archives and records management, including but not limited to: records retention scheduling, records management services, acquisition, appraisal, arrangement and description, vital records, access and security, outreach and reference and access services. (vi) Plan, guide and ensure implementation of outreach for the Archives, including direct services to University offices, on-line services, information sessions, talks and exhibitions. (vii) Establish an organization plan for the unit and secure budget needs for resources. (viii) Chair or lead committees and represent the University at internal and external meetings. (ix) Direct and manage staff in accomplishing the goals and objectives of the unit.</p> <p><b>EDUCATION AND EXPERIENCE:</b> -- Undergraduate degree -- Eight (8) years' related experience</p>	MPEX Grade 09 (Grade)
MPEX-ADM4S - General Administration - Director or equivalent (S)	MPEX-ADM4S	Admin Administration	General Administration	<p><b>JOB PROFILE SUMMARY:</b> Provide efficient and effective administration to a faculty/department/unit, in support of teaching, research and administration, in accordance with the unit's goals and objectives, while ensuring coherence with the University's mission and culture. Plan, develop and implement administrative processes and policies for a unit. Develop administrative standards, practices and systems. Provide a liaison function with other units and with external organizations. Support activities related to general administration including, but not limited to: finance, human resources, communications, student affairs, physical resources, archives, governance and legal affairs. Manage research administration, contracts, grants, philanthropic gifts or other formal relationships. Interpret and apply University regulations, policies and guidelines. Perform functions related to planning and institutional analysis.</p> <p><b>KEY ROLES:</b> Administer, analyse, supervise, manage or direct the activities related to the University's administrative procedures, policies and processes to support the administration of a faculty. Perform and organize activities to support operations of the University such as administration, finance, human resources, communications, student affairs, and physical resources. Foster relationships with other units and external organizations.</p> <p><b>TYPICAL FUNCTIONS:</b> (i) Establish the strategic direction of the faculty and oversee implementation of short and long term plans related to the function. (ii) Provide leadership and direction to McGill community on administrative or student related issues including finance, human resources, communications, student affairs, physical resources and administrative IT issues. (iii) Ensure implementation of new initiatives that support the strategic direction of a faculty by keeping abreast of new developments and trends in University administration. (iv) Work closely with heads of unit, senior administration, executives, deans, directors and academics. (v) Direct and manage services and develop supporting policies and procedures that have faculty-wide impact. (vi) Negotiate terms of agreements and act as signing authority within area of responsibility. (vii) Develop budget proposals for area and justify requests to senior administration. (viii) Write reports and proposals to support new initiatives and projects. (ix) Ensure IT infrastructure needs of the unit are met. (x) Direct the human resources of the unit. (xi) Recommend the efficient utilization of space for staff and students, based on needs; define the physical resources needed. (xii) Establish and develop contacts with other areas of the University and create effective and efficient working partnerships. (xiii) Develop relationships with external organizations including government officials. (xiv) Establish an organizational plan for the unit, and secure budget needs for resources. (xv) Chair or lead committees and represent the University at internal and external meetings. (xvi) Direct and manage staff in accomplishing the goals and objectives of the unit.</p> <p><b>EDUCATION AND EXPERIENCE:</b> -- Undergraduate degree -- Eight (8) years' related experience</p>	MPEX Grade 09 (Grade)
MPEX-ADMEX - Administrative Coordinator (MUNACA excluded)	MPEX-ADMEX	Admin Administration	General Administration	<p><b>JOB PROFILE SUMMARY:</b> In support of the University's teaching, learning and research goals and objectives, provide a high level of confidential administrative and technical support to a faculty/department/unit/library/laboratory in accordance with University policies and procedures. This includes the coordination of a variety of activities, including providing support on budget and accounting tasks; assisting with University committees; coordinating human resources tasks; scheduling, maintaining and preserving the University's library collections, records and information; demonstrating techniques and setting-up experiments. Provide information to employees and students concerning University policies and procedures.</p> <p><b>KEY ROLES:</b> Ensure that the administrative and technical support of the unit meets or exceeds established quality standards. Coordinate, implement and maintain the administrative processes of the unit in accordance with University policies and procedures. Perform a variety of duties related to the coordination of budget and accounting tasks, University committees, information gathering and follow-up. Provide support for human resources and payroll activities. Oversee computerized security systems and building access. Provide information related to policies and procedures.</p> <p><b>TYPICAL FUNCTIONS:</b> (i) Coordinate budget and accounting tasks. Maintain accounts in accordance with internal and external accounting or contractual obligations. (ii) Maintain prize and scholarship accounts. (iii) Prepare and process expense reports, cheque requisitions and deposits. (iv) Monitor accounts by reconciling expenses and deposits against the general ledger. Follow up and investigate discrepancies. (v) Prepare confidential correspondence. (vi) Schedule meetings, prepare agenda, take minutes and follow up on action required. (vii) Organize supervisor's agenda according to priorities. (viii) Coordinate the organization of meetings, training workshops, conferences and seminars. (ix) Assist with the preparation of human resources related requests. Gather relevant documentation for supervisor. (x) Prepare postings, schedule interviews with candidates, administer testing and verify results. (xi) Produce offer and rejection letters for signature of supervisor. (xii) Verify and process appointment forms and changes of status. (xiii) Follow-up on review forms for the completion of probationary and trial periods, and other documentation. (xiv) Monitor the hiring of casual employees, in accordance with the collective agreements. Apply collective agreements. (xv) Monitor attendance and calculate vacation entitlement for employees. Follow-up on benefits forms and leaves of absence. (xvi) Prepare and process casual payroll and other miscellaneous payments. (xvii) Respond to general questions concerning human resources policies and procedures and the application of collective agreements. (xviii) Assist in the preparation of reports and files for arbitration cases. (xix) Operate computerized security systems on entrance to building. (xx) Provide administrative training to employees. (xxi) Provide administrative support to unit members.</p>	MPEX Grade 01 (Grade)

MPEX-COM1A - Internal External Relations - Professional 1 (Excluded)	MPEX-COM1A	Admin Communications	Internal External Relations	<p><b>JOB PROFILE SUMMARY:</b></p> <p>Promote and present a consistent image of McGill as a major institution of international calibre. Develop and implement communication services consistent with the University's mission and objectives, including news, public relations, social media, translation, graphic design, audio-visual, photography, web and multimedia. Maximize philanthropic support and increase alumni involvement by promoting strong relationships with donors, alumni, volunteers, students, employees, external organizations, government, and communities of interest. Organize conferences, symposia, workshops, campaigns and fundraising events. Publish manuscripts, books, textbooks, magazines, brochures and newsletters. Develop advertising, sales and marketing techniques and practices.</p> <p><b>KEY ROLES:</b></p> <p>Administer, analyse, supervise, manage or direct the activities related to the University's communications services. Promote McGill's research, teaching, innovations and accomplishments. Produce communication material and offer multimedia services including live web-streams, video conferencing, photography, audio-visual, and graphic design. Plan events such as conferences, symposia, workshops, press conferences, fairs, exhibits, alumni fundraising events and other activities. Maintain websites and promote McGill using social media platforms. Promote McGill's alumni relations, fundraising and public relations. Develop government relations and advocacy strategies, with all levels of government, regarding policy, funding and compliance in regard to research and innovation, immigration, and stakeholder relations matters that affect the University.</p> <p><b>TYPICAL FUNCTIONS:</b></p> <p>(i) Perform and organize activities to support the daily operations of the unit by ensuring that administrative services are carried out in accordance with established goals and objectives.</p> <p>(ii) Implement administrative procedures or systems that are moderately complex in support of the faculty, department or unit's operations and ensure activities meet or exceed established quality requirements.</p> <p>(iii) Apply the most appropriate procedure to meet the needs of the unit and requirements of the client, based on information received.</p> <p>(iv) Research, write and edit short articles, biographies, press material, and bibliographies.</p> <p>(v) Verify facts to ensure accuracy of the information.</p> <p>(vi) Edit and proofread documents in various stages of production.</p> <p>(vii) Compile statistics and data for inclusion in reports. Update documents and reports, either in print or on the website.</p> <p>(viii) Plan meetings, conferences, luncheons and fundraising events. Record and distribute minutes.</p> <p>(ix) Prepare and administer budget related to events.</p> <p>(x) Select external suppliers for events and catering and ensure costs are within established guidelines and budget.</p> <p>(xi) Prepare and disseminate information concerning events through documentation, website, and posters.</p> <p>(xii) Create a variety of multimedia products using specialized software and graphic programs.</p> <p>(xiii) Assist in the design of websites, maintain content and produce social media feeds (e.g. Facebook, Twitter, YouTube), while ensuring information is accurate and complete.</p> <p>(xiv) Respond to requests for information or interviews from the media, or forward them to the appropriate person.</p> <p>(xv) Establish and foster effective working relationships by identifying needs and providing support in the delivery of services.</p> <p>(xvi) Assess and resolve problems. When appropriate, inform supervisor and formulate recommendations.</p> <p>(xvii) Attend meetings.</p> <p>(xviii) Supervise support staff or oversee the work of employees, including casuals and volunteers. Assist employees in their training.</p>	MPEX Grade 02 (Grade)
MPEX-COM1C - Development & Alumni Relations - Professional 1 (Excluded)	MPEX-COM1C	Admin Communications	Development & Alumni Relations	<p><b>JOB PROFILE SUMMARY:</b></p> <p>Promote and present a consistent image of McGill as a major institution of international calibre. Develop and implement communication services consistent with the University's mission and objectives, including news, public relations, social media, translation, graphic design, audio-visual, photography, web and multimedia. Maximize philanthropic support and increase alumni involvement by promoting strong relationships with donors, alumni, volunteers, students, employees, external organizations, government, and communities of interest. Organize conferences, symposia, workshops, campaigns and fundraising events. Publish manuscripts, books, textbooks, magazines, brochures and newsletters. Develop advertising, sales and marketing techniques and practices. Develop government relations and advocacy strategies, with all levels of government, regarding policy, funding and compliance in regard to research and innovation, immigration, and stakeholder relations matters that affect the University.</p> <p><b>KEY ROLES:</b></p> <p>Administer, analyse, supervise, manage or direct the activities and communications related to the University's fundraising, alumni relations and stewardship activities. Build long-term mutually beneficial relationships with alumni, donors, foundations, corporations, students, parents, volunteers and other members of the University community with a view to securing ongoing philanthropic support to help the University advance its mission and achieve its objectives. Plan and deliver alumni engagement events, programs, and fundraising strategies. Participate in the creation of new opportunities to steward and cultivate alumni and donors. Provide services to support, acknowledge donors and track philanthropic gifts to ensure compliance with University and government regulations.</p> <p><b>TYPICAL FUNCTIONS:</b></p> <p>(i) Perform and organize activities to support the daily operations of the unit by ensuring that administrative services are carried out in accordance with established goals and objectives.</p> <p>(ii) Implement administrative procedures or systems that are moderately complex in support of the faculty, department or unit's operations and ensure activities meet or exceed established quality requirements.</p> <p>(iii) Apply the most appropriate procedure for providing services that effectively meet the needs and requirements of the unit, based on information received.</p> <p>(iv) Identify and train students and volunteers to assist with fundraising campaigns and alumni relations activities and events.</p> <p>(v) Establish work schedules for students and volunteers.</p> <p>(vi) Participate at events such as seminars, class presentations, and other student and alumni related events. Make presentations to students and alumni about philanthropy.</p> <p>(vii) Solicit annual fund gifts through electronic mailings, phone campaigns, and crowd funding.</p> <p>(viii) Implement processes related to stewardship of gifts to the University, such as gift compliance, donor recognition, and acknowledgement communications.</p> <p>(ix) Research and review data to identify prospective donors and volunteers.</p> <p>(x) Plan meetings, conferences, luncheons and fundraising events. Record and distribute minutes.</p> <p>(xi) Select external suppliers for events and catering and ensure costs are within established guidelines and budget. Prepare and administer budget related to events.</p> <p>(xii) Ensure that donor gifts and pledges are processed.</p> <p>(xiii) Generate written material such as campaign letters, stewardship materials, newsletters, briefing notes, donor correspondence, and proposals.</p> <p>(xiv) Compile statistics and data for inclusion in reports. Update documents and reports, either in print or on the website.</p> <p>(xv) Assist in the design of websites, updates and feeds to social media ensuring information is accurate and complete.</p> <p>(xvi) Establish and foster effective working relationships by identifying needs and providing support in the delivery of services.</p> <p>(xvii) Assess and resolve problems. When appropriate, inform supervisor and formulate recommendations.</p> <p>(xviii) Attend meetings.</p> <p>(xix) Supervise support staff or oversee the work of employees, including casuals. Assist employees in their training.</p>	MPEX Grade 02 (Grade)



MPEX-COM1D - Publications - Professional 1 (Excluded)	MPEX-COM1D	Admin Communications	Publications	<p><b>JOB PROFILE SUMMARY:</b></p> <p>Promote and present a consistent image of McGill as a major institution of international calibre. Develop and implement communication services consistent with the University's mission and objectives, including news, public relations, social media, translation, graphic design, audio-visual, photography, web and multimedia. Maximize philanthropic support and increase alumni involvement by promoting strong relationships with donors, alumni, volunteers, students, employees, external organizations, government, and communities of interest. Organize conferences, symposia, workshops, campaigns and fundraising events. Publish manuscripts, books, textbooks, magazines, brochures and newsletters. Develop advertising, sales and marketing techniques and practices. Develop government relations and advocacy strategies, with all levels of government, regarding policy, funding and compliance in regard to research and innovation, immigration, and stakeholder relations matters that affect the University.</p> <p><b>KEY ROLES:</b></p> <p>Administer, analyse, supervise, manage or direct the activities related to the University's publications and print material. Provide editorial, production, design, acquisition, and advertising services of the highest quality to raise the University's visibility and maximize revenues. Support the University's overall mission related to print material publications, including the University calendar, newspapers, magazines, newsletters and websites. Keep up-to-date on new developments and trends in the fields of book publishing, sales and marketing.</p> <p><b>TYPICAL FUNCTIONS:</b></p> <ul style="list-style-type: none"> <li>(i) Perform and organize activities to support the daily operations of the unit by ensuring that administrative services are carried out in accordance with established goals and objectives.</li> <li>(ii) Implement administrative procedures or systems that are moderately complex in support of the faculty, department or unit's operations and ensure activities meet or exceed established quality requirements.</li> <li>(iii) Apply the most appropriate procedure to meet the needs of the unit and requirements of the client, based on information received.</li> <li>(iv) Assist authors in revising manuscripts and arrange for external peer assessments.</li> <li>(v) Administer process for publication reviews and submissions to agencies for publication grants.</li> <li>(vi) Set production schedule and administer production.</li> <li>(vii) Research, write or edit catalogue and jacket text for books, press releases, short articles, biographies and bibliographies, upon approval of author.</li> <li>(viii) Edit and proofread documents in various stages of production.</li> <li>(ix) Plan meetings, conferences, luncheons, book launches, trade shows, and author tours. Record and distribute minutes.</li> <li>(x) Prepare and administer budget related to events and printing contracts for publications.</li> <li>(xi) Prepare and disseminate information concerning events through documentation, website, and posters.</li> <li>(xii) Oversee presentation, layout and regular updating of calendars on website. Create catalogue and work with designers, publishers to produce catalogues and administer financial aspects of royalties.</li> <li>(xiii) Prepare images for editing, and archive digital assets and metadata for library collections.</li> <li>(xiv) Establish and foster effective working relationships by identifying needs and providing support in the delivery of services.</li> <li>(xv) Assess and resolve problems. When appropriate, inform supervisor and formulate recommendations.</li> <li>(xvi) Attend meetings.</li> <li>(xvii) Supervise support staff or oversee the work of employees, including casuals and freelance employees. Assist employees in their training.</li> </ul> <p><b>EDUCATION AND EXPERIENCE:</b></p> <ul style="list-style-type: none"> <li>- DEC III</li> <li>- Three (3) years' related experience</li> </ul>	MPEX Grade 02 (Grade)
MPEX-COM2A - Internal External Relations - Professional 2	MPEX-COM2A	Admin Communications	Internal External Relations	<p><b>JOB PROFILE SUMMARY:</b></p> <p>Promote and present a consistent image of McGill as a major institution of international calibre. Develop and implement communication services consistent with the University's mission and objectives, including news, public relations, social media, translation, graphic design, audio-visual, photography, web and multimedia. Maximize philanthropic support and increase alumni involvement by promoting strong relationships with donors, alumni, volunteers, students, employees, external organizations, government, and communities of interest. Organize conferences, symposia, workshops, campaigns and fundraising events. Publish manuscripts, books, textbooks, magazines, brochures and newsletters. Develop advertising, sales and marketing techniques and practices. Develop government relations and advocacy strategies, with all levels of government, regarding policy, funding and compliance in regard to research and innovation, immigration, and stakeholder relations matters that affect the University.</p> <p><b>KEY ROLES:</b></p> <p>Administer, analyse, supervise, manage or direct the activities related to the University's communications services. Promote McGill's research, teaching, innovations and accomplishments. Produce communication material and offer multimedia services including live web-streams, video conferencing, photography, audio-visual, and graphic design. Plan events such as conferences, symposia, workshops, press conferences, fairs, exhibits, alumni fundraising events and other activities. Maintain websites and promote McGill using social media platforms. Promote McGill's alumni relations, fundraising and public relations.</p> <p><b>TYPICAL FUNCTIONS:</b></p> <ul style="list-style-type: none"> <li>(i) Participate in the development and implementation of policies and new initiatives that support the strategic direction of the unit.</li> <li>(ii) Provide professional expertise and advice on a variety of communication activities and events.</li> <li>(iii) Write material, such as press releases, periodicals, brochures, posters, slides, handbooks, bulletins, booklets, biographies, etc.</li> <li>(iv) Prepare communications for fundraising events, campaigns, luncheons, reunions, homecoming, announcements, international events, and student activities.</li> <li>(v) Generate ideas, conduct interviews and research information. Write and edit articles.</li> <li>(vi) Analyse, research and design print or web material.</li> <li>(vii) Meet with clients to determine design requirements. Prepare work specifications, and estimate budget and delivery schedule.</li> <li>(viii) Manage photo shoots: contact photographer, select location and obtain approval. May take photographs.</li> <li>(ix) Identify and develop communication material and packages for donors and corporations.</li> <li>(x) Write or edit advertising and promotional material. Participate in marketing, advertising and promotional activities.</li> <li>(xi) Plan large meetings, conferences and special events, fundraising events and activities including overseeing logistics, invitations, catering and all necessary equipment, material and audio-visual equipment. Ensure speakers or special guests are contacted and prepared for sequence of activities and timeline.</li> <li>(xii) Record detailed minutes at meetings, make decisions and ensure follow-up and implementation of agreed decisions.</li> <li>(xiii) Design and maintain websites, including writing content and using social media feeds to attract students and staff to the site, and to generate public interest.</li> <li>(xiv) Develop web-based forms, templates, e-communications, page interactions, navigation features and ensure coherence and consistency between materials.</li> <li>(xv) Develop and implement procedures, controls and record keeping systems for the unit.</li> <li>(xvi) Hire, schedule and train volunteers and students for activities and fundraising events.</li> <li>(xvii) Liaise with internal units and external organizations, including government officials.</li> <li>(xviii) Participate at meetings, make recommendations and provide solutions.</li> <li>(xix) Supervise staff and evaluate progress of assignments and results.</li> </ul>	MPEX Grade 04 (Grade)

MPEX-COM2C - Development & Alumni Relations - Professional 2	MPEX-COM2C	Admin Communications	Development & Alumni Relations	<p><b>JOB PROFILE SUMMARY:</b></p> <p>Promote and present a consistent image of McGill as a major institution of international calibre. Develop and implement communication services consistent with the University's mission and objectives, including news, public relations, social media, translation, graphic design, audio-visual, photography, web and multimedia. Maximize philanthropic support and increase alumni involvement by promoting strong relationships with donors, alumni, volunteers, students, employees, external organizations, government, and communities of interest. Organize conferences, symposia, workshops, campaigns and fundraising events. Publish manuscripts, books, textbooks, magazines, brochures and newsletters. Develop advertising, sales and marketing techniques and practices. Develop government relations and advocacy strategies, with all levels of government, regarding policy, funding and compliance in regard to research and innovation, immigration, and stakeholder relations matters that affect the University.</p> <p><b>KEY ROLES:</b></p> <p>Administer, analyse, supervise, manage or direct the activities and communications related to the University's fundraising, alumni relations and stewardship activities. Build long-term mutually beneficial relationships with alumni, donors, foundations, corporations, students, parents, volunteers and other members of the University community with a view to securing ongoing philanthropic support to help the University advance its mission and achieve its objectives. Plan and deliver alumni engagement events, programs, and fundraising strategies. Participate in the creation of new opportunities to steward and cultivate alumni and donors. Provide services to support, acknowledge donors and track philanthropic gifts to ensure compliance with University and government regulations.</p> <p><b>TYPICAL FUNCTIONS:</b></p> <ul style="list-style-type: none"> <li>(i) Participate in the development and implementation of policies and new initiatives that support the strategic direction of the unit.</li> <li>(ii) Use professional expertise, specialized skills and knowledge to prioritize development and alumni relations activities and analyse programs and processes.</li> <li>(iii) Formulate, recommend, and implement programs related to engagement, solicitation and stewardship to secure gifts.</li> <li>(iv) Interpret, analyse and produce a variety of reports related to donors.</li> <li>(v) Train, orient, and supervise students and volunteers to assist with fundraising campaigns and alumni relations activities and events.</li> <li>(vi) Identify, solicit and steward prospective key donors.</li> <li>(vii) Develop and implement activities related to stewardship, donor acknowledgement, and volunteer recognition. Ensure that donor gifts and pledges are processed and that the donor database is accurate.</li> <li>(viii) Plan large meetings, conferences and special events, including logistics, invitations, catering and all necessary equipment and material.</li> <li>(ix) Provide a liaison function to strengthen relationships and avoid duplication of tasks with same donors and organizations.</li> <li>(x) Build solid relationships with donors, alumni, students, volunteers and other external organizations.</li> <li>(xi) Analyse trends and results and make recommendations regarding development strategies, annual plan, forecasts and other annual fund and special gift related matters.</li> <li>(xii) Write or edit advertising and promotional material. Participate in marketing, advertising and promotional activities.</li> <li>(xiii) Record detailed minutes at meetings, make decisions and ensure follow-up and implementation of agreed decisions.</li> <li>(xiv) Design and maintain websites, including written content and using social media feeds to attract students and staff to the site, and to generate public interest.</li> <li>(xv) Develop web-based forms, templates, communications, page interactions, navigation features and ensure coherence and consistency between materials.</li> <li>(xvi) Develop and implement procedures, controls and record keeping systems for the unit.</li> <li>(xvii) Hire, schedule and train volunteers and students for activities and fundraising events.</li> <li>(xviii) Complete statistics, complete questionnaires and surveys for inclusion in reports.</li> <li>(xix) Liaise with internal units and external organizations.</li> <li>(xx) Participate at meetings, make recommendations and provide solutions.</li> </ul>	MPEX Grade 05 (Grade)
MPEX-COM2D - Publications - Professional 2	MPEX-COM2D	Admin Communications	Publications	<p><b>JOB PROFILE SUMMARY:</b></p> <p>Promote and present a consistent image of McGill as a major institution of international calibre. Develop and implement communication services consistent with the University's mission and objectives, including news, public relations, social media, translation, graphic design, audio-visual, photography, web and multimedia. Maximize philanthropic support and increase alumni involvement by promoting strong relationships with donors, alumni, volunteers, students, employees, external organizations, government, and communities of interest. Organize conferences, symposia, workshops, campaigns and fundraising events. Publish manuscripts, books, textbooks, magazines, brochures and newsletters. Develop advertising, sales and marketing techniques and practices. Develop government relations and advocacy strategies, with all levels of government, regarding policy, funding and compliance in regard to research and innovation, immigration, and stakeholder relations matters that affect the University.</p> <p><b>KEY ROLES:</b></p> <p>Administer, analyse, supervise, manage or direct the activities related to the University's publications and print material. Provide editorial, production, design, acquisition, and advertising services of the highest quality to raise the University's visibility and maximize revenues. Support the University's overall mission related to print material publications, including the University calendar, newspapers, magazines, newsletters and websites. Keep up-to-date on new developments and trends in the fields of book publishing, sales and marketing.</p> <p><b>TYPICAL FUNCTIONS:</b></p> <ul style="list-style-type: none"> <li>(i) Participate in the development and implementation of policies and new initiatives that support the strategic direction of the unit.</li> <li>(ii) Provide professional expertise and advice on a variety of publication activities and events.</li> <li>(iii) Participate in the recommendation process for the acceptance or rejection of manuscripts.</li> <li>(iv) Edit manuscripts to be published. Prepare artwork, illustrations and permissions. Submit proofs to authors for approval.</li> <li>(v) Submit selected manuscripts for peer assessment.</li> <li>(vi) Assess manuscript to determine book specifications, design and cost allowance.</li> <li>(vii) Apply for subsidies and grants.</li> <li>(viii) Meet with representatives and determine best supplier for contracts for manuscript editing and publishing.</li> <li>(ix) Approve production reports, perform marketing analyses, track inventory and project sales.</li> <li>(x) Develop and implement the direct mail program.</li> <li>(xi) Oversee the list of books to be published, determine schedules and approve budget for publications and marketing.</li> <li>(xii) Create and develop websites and use social media tools.</li> <li>(xiii) Establish and manage copyright and permissions.</li> <li>(xiv) Write or edit advertising and promotional material. Participate in marketing, advertising and sales of promotional material.</li> <li>(xv) Plan large meetings, conferences and special events, book launches and autograph sessions, including overseeing logistics, invitations, catering and all necessary equipment, material and audio-visual equipment. Ensure speakers or special guests are contacted and prepared for sequence of activities and timeline.</li> <li>(xvi) Liaise with internal units and external organizations, including authors, editors, design and printing companies, publishers, sales representatives nationally and internationally.</li> <li>(xvii) Participate at meetings, make recommendations and provide solutions.</li> <li>(xviii) Supervise staff and evaluate progress of assignments and results.</li> </ul> <p><b>EDUCATION AND EXPERIENCE:</b></p>	MPEX Grade 05 (Grade)

MPEX-COM2E - Translation - Professional 2	MPEX-COM2E	Admin Communications	Translation	<p><b>JOB PROFILE SUMMARY:</b> Promote and present a consistent image of McGill as a major institution of international calibre. Develop and implement communication services consistent with the University's mission and objectives, including news, public relations, social media, translation, graphic design, audio-visual, photography, web and multimedia. Maximize philanthropic support and increase alumni involvement by promoting strong relationships with donors, alumni, volunteers, students, employees, external organizations, government, and communities of interest. Organize conferences, symposia, workshops, campaigns and fundraising events. Publish manuscripts, books, textbooks, magazines, brochures and newsletters. Develop advertising, sales and marketing techniques and practices. Develop government relations and advocacy strategies, with all levels of government, regarding policy, funding and compliance in regard to research and innovation, immigration, and stakeholder relations matters that affect the University.</p> <p><b>KEY ROLES:</b> Administer, analyse, supervise, manage or direct the activities of a translation service. Provide translation services between English and French. Research educational, legal, technical, medical and scientific phraseology to find correct translation. Translate and edit very large documents. Ensure that terminology and content is translated appropriately, using precise and culturally acceptable wording.</p> <p><b>TYPICAL FUNCTIONS:</b> (i) Participate in the development and implementation of policies and new initiatives that support the strategic direction of the unit. (ii) Use professional expertise, specialized skills and knowledge to translate a wide variety of documents. (iii) Translate documents between English and French. (iv) Consult specialized dictionaries, thesauruses and reference books to find the closest equivalents for terminology. (v) Translate a variety of material, including educational, legal, technical, medical and scientific subject matter. Research phraseology to find the correct translation. (vi) Make revisions and corrections to translated material. (vii) Maintain a database with commonly translated material and terminology. (viii) May translate documents received from clients outside the University. (ix) Develop and implement procedures, controls and record keeping systems for the unit. (x) Liaise with internal units and external organizations. (xi) Participate at meetings, make recommendations and provide solutions. (xii) Supervise staff and evaluate progress of assignments and results.</p> <p><b>EDUCATION AND EXPERIENCE:</b> -- Undergraduate degree -- Three (3) years' related experience</p>	MPEX Grade 04 (Grade)
MPEX-COM3A - Internal External Relations - Senior Professional/Manager	MPEX-COM3A	Admin Communications	Internal External Relations	<p><b>JOB PROFILE SUMMARY:</b> Promote and present a consistent image of McGill as a major institution of international calibre. Develop and implement communication services consistent with the University's mission and objectives, including news, public relations, social media, translation, graphic design, audio-visual, photography, web and multimedia. Maximize philanthropic support and increase alumni involvement by promoting strong relationships with donors, alumni, volunteers, students, employees, external organizations, government, and communities of interest. Organize conferences, symposia, workshops, campaigns and fundraising events. Publish manuscripts, books, textbooks, magazines, brochures and newsletters. Develop advertising, sales and marketing techniques and practices. Develop government relations and advocacy strategies, with all levels of government, regarding policy, funding and compliance in regard to research and innovation, immigration, and stakeholder relations matters that affect the University.</p> <p><b>KEY ROLES:</b> Administer, analyse, supervise, manage or direct the activities related to the University's communications services. Promote McGill's research, teaching, innovations and accomplishments. Produce communication material and offer multimedia services including live web-streams, video conferencing, photography, audio-visual, and graphic design. Plan events such as conferences, symposia, workshops, press conferences, fairs, exhibits, alumni fundraising events and other activities. Maintain websites and promote McGill using social media platforms. Promote McGill's alumni relations, fundraising and public relations.</p> <p><b>TYPICAL FUNCTIONS:</b> (i) Provide senior professional communications and public relations expertise in order to build and enhance the University's relationship with internal units and external organizations. (ii) Oversee the implementation of short-term goals and objectives related to the function. (iii) Develop communication material, research, write and edit documentation, reports, press releases, bibliographies, speeches and other material. (iv) Oversee the writing, content, editing, and distribution of books, magazines and newsletters aimed at staff, students, donors, volunteers and the general public. (v) Produce annual reports, McGill News quarterly magazine, McGill Reporter, faculty newsletters and other alumni and fundraising communication material. (vi) Provide guidance to the McGill community on the selection of tools to use related to social media, audio-visual and graphic design needs. (vii) Establish and develop standards related to writing style to be followed in the preparation of all material published. (viii) Plan, conceptualize, prepare and disseminate information and perform specialized internal and external communications assignments. (ix) Write and edit a wide variety of promotional or other print or electronic communications material. (x) Develop communication strategies for relations with municipal, provincial and federal governments. (xi) Participate in the development of guidelines and criteria on communication plans for the McGill community, including crisis management and unwanted press. (xii) Manage large events by supervising all logistics including venue, catering, invitations, guest speakers, hotel accommodations and travel. (xiii) Manage relationships between faculties, and with external organizations. (xiv) Make recommendations on financial and human resources needs. (xv) Attend senior level meetings and represent the unit at internal and external meetings. (xvi) Manage a team of professional and administrative staff.</p> <p><b>EDUCATION AND EXPERIENCE:</b> -- Undergraduate degree -- Five (5) years' related experience</p>	MPEX Grade 06 (Grade)

MPEX-COM3C - Development & Alumni Relations - Senior Professional/Manager	MPEX-COM3C	Admin Communications	Development & Alumni Relations	<p><b>JOB PROFILE SUMMARY:</b></p> <p>Promote and present a consistent image of McGill as a major institution of international calibre. Develop and implement communication services consistent with the University's mission and objectives, including news, public relations, social media, translation, graphic design, audio-visual, photography, web and multimedia. Maximize philanthropic support and increase alumni involvement by promoting strong relationships with donors, alumni, volunteers, students, employees, external organizations, government, and communities of interest. Organize conferences, symposia, workshops, campaigns and fundraising events. Publish manuscripts, books, textbooks, magazines, brochures and newsletters. Develop advertising, sales and marketing techniques and practices. Develop government relations and advocacy strategies, with all levels of government, regarding policy, funding and compliance in regard to research and innovation, immigration, and stakeholder relations matters that affect the University.</p> <p><b>KEY ROLES:</b></p> <p>Administer, analyse, supervise, manage or direct the activities and communications related to the University's fundraising, alumni relations and stewardship activities. Build long-term mutually beneficial relationships with alumni, donors, foundations, corporations, students, parents, volunteers and other members of the University community with a view to securing ongoing philanthropic support to help the University advance its mission and achieve its objectives. Plan and deliver alumni engagement events, programs, and fundraising strategies. Participate in the creation of new opportunities to steward and cultivate alumni and donors. Provide services to support, acknowledge donors and track philanthropic gifts to ensure compliance with University and government regulations.</p> <p><b>TYPICAL FUNCTIONS:</b></p> <p>(i) Provide senior professional expertise in the development and implementation of policies, programs and systems that support the unit's initiatives.</p> <p>(ii) Oversee the implementation of short-term goals and objectives related to the function.</p> <p>(iii) Initiate prospect research activity on key foundation prospects and identify new ones.</p> <p>(iv) Manage a portfolio in order to secure and advance major philanthropic gifts.</p> <p>(v) Develop, plan and implement strategies for identifying, soliciting, and closing special and major gifts.</p> <p>(vi) Identify prospective donors to determine capacity, inclination and interests in providing major gifts.</p> <p>(vii) Develop fundraising strategies and timetables to secure gifts from top prospects.</p> <p>(viii) Negotiate major gifts, planned gifts, and other programs and produce feasibility studies to determine the potential constituency of donors.</p> <p>(ix) Manage and implement strategies to ensure timely gift solicitation.</p> <p>(x) Develop a training program for student and volunteers. Provide training and mentorship program. Recruit and manage leadership volunteers.</p> <p>(xi) Manage large events by supervising all logistics including location, catering, invitations, guest speakers, hotel accommodations and travel.</p> <p>(xii) Develop communication strategies for relations with potential donors, foundations and corporations.</p> <p>(xiii) Manage relationships between faculties and external organizations.</p> <p>(xiv) Make recommendations on financial and human resources needs.</p> <p>(xv) Attend senior level meetings and represent the unit at internal and external meetings.</p> <p>(xvi) Manage a team of professional and support staff.</p> <p><b>EDUCATION AND EXPERIENCE:</b></p> <p>– Undergraduate degree – Five (5) years' related experience</p>	MPEX Grade 07 (Grade)
MPEX-COM3D - Publications - Senior Professional/Manager	MPEX-COM3D	Admin Communications	Publications	<p><b>JOB PROFILE SUMMARY:</b></p> <p>Promote and present a consistent image of McGill as a major institution of international calibre. Develop and implement communication services consistent with the University's mission and objectives, including news, public relations, social media, translation, graphic design, audio-visual, photography, web and multimedia. Maximize philanthropic support and increase alumni involvement by promoting strong relationships with donors, alumni, volunteers, students, employees, external organizations, government, and communities of interest. Organize conferences, symposia, workshops, campaigns and fundraising events. Publish manuscripts, books, textbooks, magazines, brochures and newsletters. Develop advertising, sales and marketing techniques and practices. Develop government relations and advocacy strategies, with all levels of government, regarding policy, funding and compliance in regard to research and innovation, immigration, and stakeholder relations matters that affect the University.</p> <p><b>KEY ROLES:</b></p> <p>Administer, analyse, supervise, manage or direct the activities related to the University's publications and print material. Provide editorial, production, design, acquisition, and advertising services of the highest quality to raise the University's visibility and maximize revenues. Support the University's overall mission related to print material publications, including the University calendar, newspapers, magazines, newsletters and websites. Keep up-to-date on new developments and trends in the fields of book publishing, sales and marketing.</p> <p><b>TYPICAL FUNCTIONS:</b></p> <p>(i) Provide senior professional expertise in the field of communications and publications of manuscripts, calendars, and other publications in print or through the web.</p> <p>(ii) Oversee the implementation of short-term goals and objectives related to the function.</p> <p>(iii) Assess manuscripts prior to issuing author's contract.</p> <p>(iv) Oversee the development and implementation of strategies related to the promotion, publicity and sales plans for books, textbooks, backorder lists, seasonal catalogues and other promotional material.</p> <p>(v) Oversee inventory and stock levels.</p> <p>(vi) Meet with company representatives to obtain quotes and award purchase orders on a per title basis; determine and negotiate best price.</p> <p>(vii) Work with authors on final editing of manuscripts.</p> <p>(viii) Approve the final version for printing.</p> <p>(ix) Manage production schedule and approve the list of new books budgeted for the fiscal year.</p> <p>(x) Research and analyse marketing and sales projections.</p> <p>(xi) Create and implement marketing, sales and publicity plans for new academic and trade books.</p> <p>(xii) Manage and implement direct mail program.</p> <p>(xiii) Manage and attend the peer review committee for manuscripts.</p> <p>(xiv) Negotiate complex contracts with providers, publishers and authors.</p> <p>(xv) Manage the production of a variety of McGill publications such as the McGill News, Headway, The Reporter, school and faculty newsletters, the alumni and friends' website, and other publications.</p> <p>(xvi) Research material for upcoming publications and assess content, story ideas, schedules and timeline.</p> <p>(xvii) Manage the budget by approving invoices and reconcile actual book budget with initial projected budget. Prepare year-end reports of amounts paid to each supplier. Forecast and manage title-by-title expenditures. Oversee reporting of royalties and other financial matters.</p> <p>(xviii) Manage large events by supervising all logistics including venue, catering, invitations, guest speakers, hotel accommodations and travel.</p> <p>(xix) Make recommendations on financial and human resources needs.</p> <p>(xx) Attend senior level meetings and represent the unit at internal and external meetings.</p> <p>(xxi) Manage a team of professional and administrative staff.</p>	MPEX Grade 07 (Grade)

MPEX-COM3E - Translation - Senior Professional/Manager	MPEX-COM3E	Admin Communications	Translation	<p><b>JOB PROFILE SUMMARY:</b></p> <p>Promote and present a consistent image of McGill as a major institution of international calibre. Develop and implement communication services consistent with the University's mission and objectives, including news, public relations, social media, translation, graphic design, audio-visual, photography, web and multimedia. Maximize philanthropic support and increase alumni involvement by promoting strong relationships with donors, alumni, volunteers, students, employees, external organizations, government, and communities of interest. Organize conferences, symposia, workshops, campaigns and fundraising events. Publish manuscripts, books, textbooks, magazines, brochures and newsletters. Develop advertising, sales and marketing techniques and practices. Develop government relations and advocacy strategies, with all levels of government, regarding policy, funding and compliance in regard to research and innovation, immigration, and stakeholder relations matters that affect the University.</p> <p><b>KEY ROLES:</b></p> <p>Administer, analyse, supervise, manage or direct the activities of a translation service. Provide translation services between English and French. Research educational, legal, technical, medical and scientific phraseology to find correct translation. Translate and edit very large documents. Ensure that terminology and content is translated appropriately, using precise and culturally acceptable wording.</p> <p><b>TYPICAL FUNCTIONS:</b></p> <p>(i) Provide senior professional expertise in the development and implementation of policies, programs and systems that support the unit's initiatives.</p> <p>(ii) Oversee the implementation of short-term goals and objectives related to the function.</p> <p>(iii) Consult specialized dictionaries, thesauruses and reference books to find the closest equivalents for terminology.</p> <p>(iv) Evaluate client needs, assess translation services required, and analyse quality of results.</p> <p>(v) Translate documents between English and French.</p> <p>(vi) Revise and correct complex educational, legal, technical, medical and scientific documents.</p> <p>(vii) Develop and implement procedures for receiving requests, establishing timelines, and delivering services.</p> <p>(viii) Provide clients with a grammatically correct, well-expressed final version of the translated text, using culturally acceptable wording.</p> <p>(ix) Supervise the work assigned to external translators.</p> <p>(x) Provide guidance, training and coaching to other translators.</p> <p>(xi) Discuss content to be translated with the client.</p> <p>(xii) May translate requests which are in other languages into French.</p> <p>(xiii) Provide quotations for translation services offered.</p> <p>(xiv) Develop a database with commonly translated material and terminology.</p> <p>(xv) Promote bilingual communication.</p> <p>(xvi) Make recommendations on financial and human resources needs.</p> <p>(xvii) Attend senior level meetings and represent the unit at internal and external meetings.</p> <p>(xviii) Manage a team of professional and administrative staff, as well as external translators.</p> <p><b>EDUCATION AND EXPERIENCE:</b></p> <p>– Undergraduate degree</p>	MPEX Grade 06 (Grade)
MPEX-COM3F - Government Relations - Senior Professional/Manager	MPEX-COM3F	Admin Communications	Government Relations	<p><b>JOB PROFILE SUMMARY:</b></p> <p>Promote and present a consistent image of McGill as a major institution of international calibre. Develop and implement communication services consistent with the University's mission and objectives, including news, public relations, social media, translation, graphic design, audio-visual, photography, web and multimedia. Maximize philanthropic support and increase alumni involvement by promoting strong relationships with donors, alumni, volunteers, students, employees, external organizations, government, and communities of interest. Organize conferences, symposia, workshops, campaigns and fundraising events. Publish manuscripts, books, textbooks, magazines, brochures and newsletters. Develop advertising, sales and marketing techniques and practices. Develop government relations and advocacy strategies, with all levels of government, regarding policy, funding and compliance in regard to research and innovation, immigration, and stakeholder relations matters that affect the University.</p> <p><b>KEY ROLES:</b></p> <p>Administer, analyse, supervise, manage or direct the activities related to the University's government relations services. Promote McGill's research, teaching, innovations and accomplishments. Develop government relations and advocacy strategies, regarding policy, funding and compliance matters that affect the institution. Dossiers include research and innovation, immigration, and stakeholder relations. Represent the University in membership organizations at the federal, provincial and municipal levels. Develop high-level communications and briefing material for dissemination to target audiences. Build and maintain high-value relationships with government and community organizations, establishing a network of influential relationships with key stakeholders.</p> <p><b>TYPICAL FUNCTIONS:</b></p> <p>(i) Provide senior professional communications and public relations expertise and/or manage government relations activities at the federal, provincial or municipal level, in order to build and enhance the University's relationship with these organizations.</p> <p>(ii) Oversee the implementation of short-term goals and objectives related to the function.</p> <p>(iii) Assess emerging opportunities and risks that may impact McGill's priorities and success factors as they relate to government and identify opportunities for government officials to participate in university activities.</p> <p>(iv) Build, develop, collaborate and maintain strong high-value partnerships and relationships with government, industry, and community organizations, establishing a network of influential relationships with key stakeholders.</p> <p>(v) Proactively analyze and interpret government programs, legislation and activities, and provide advice on the implications and opportunities for the University in the areas of teaching, research, innovation, immigration, funding and other dossiers.</p> <p>(vi) Evaluate the political landscape, including traditional and social media coverage, question periods and committee work, provide strategic and tactical counsel to McGill's senior leadership and academic community.</p> <p>(vii) Identify and support opportunities to advance the University's image and reputation with targeted audiences, through engagement opportunities, including public and industry events, speaking opportunities, consultations, committees, and budget advocacy.</p> <p>(viii) Evaluate government initiatives (policy, legislative and regulatory) that have an impact on McGill's academic mission. Identify and appraise emerging advocacy issues.</p> <p>(ix) Develop strategies related to government relations portfolios, write communication material, research, write and edit documentation, reports, press releases, bibliographies, speeches and other material.</p> <p>(x) Plan, conceptualize, prepare and disseminate policy documents for submission to government officials and membership organizations. Produce required compliance documents.</p> <p>(xi) Write a variety of detailed briefing notes, presentations, speeches and reports for senior leadership relating to a variety of government issues.</p> <p>(xii) Using senior professional expertise, provide guidance and preparation tools to Academics and senior administration for meetings with government officials and membership organizations.</p> <p>(xiii) Develop communication strategies for relations with municipal, provincial and federal entities.</p> <p>(xiv) Develop and write strategic policy documents advocating the University's policy agenda and strategic priorities for submission to government officials, political staff and senior civil servants, and their team members, as well as for membership organizations, mindful as the political climate evolves.</p> <p>(xv) Manage large events by supervising all logistics including venue, catering, invitations, guest speakers, hotel accommodations and travel. Manage the logistics of campus visits by elected officials, government representatives and foreign dignitaries.</p> <p>(xvi) In collaboration with other units and faculties, develop pre-budget submissions (federal and provincial), as well as other submissions.</p> <p>(xvii) Make recommendations on financial and human resources needs.</p> <p>(xviii) Attend senior level meetings and represent the University at internal and external meetings.</p> <p>(xix) Manage a team of professional and administrative staff.</p>	MPEX Grade 07 (Grade)

MPEX-COM4A - Internal External Relations - Director or equivalent	MPEX-COM4A	Admin Communications	Internal External Relations	<p><b>JOB PROFILE SUMMARY:</b>  Promote and present a consistent image of McGill as a major institution of international calibre. Develop and implement communication services consistent with the University's mission and objectives, including news, public relations, social media, translation, graphic design, audio-visual, photography, web and multimedia. Maximize philanthropic support and increase alumni involvement by promoting strong relationships with donors, alumni, volunteers, students, employees, external organizations, government, and communities of interest. Organize conferences, symposia, workshops, campaigns and fundraising events. Publish manuscripts, books, textbooks, magazines, brochures and newsletters. Develop advertising, sales and marketing techniques and practices. Develop government relations and advocacy strategies, with all levels of government, regarding policy, funding and compliance in regard to research and innovation, immigration, and stakeholder relations matters that affect the University.</p> <p><b>KEY ROLES:</b>  Administer, analyse, supervise, manage or direct the activities related to the University's communications services. Promote McGill's research, teaching, innovations and accomplishments. Produce communication material and offer multimedia services including live web-streams, video conferencing, photography, audio-visual, and graphic design. Plan events such as conferences, symposia, workshops, press conferences, fairs, exhibits, alumni fundraising events and other activities. Maintain websites and promote McGill using social media platforms. Promote McGill's alumni relations, fundraising and public relations.</p> <p><b>TYPICAL FUNCTIONS:</b>  (i) Establish the strategic direction of the unit and oversee implementation of short and long term plans related to the function.  (ii) Provide leadership and direction to McGill community on the delivery of comprehensive communications policies, programs and services.  (iii) Develop partnerships with other areas of the University regarding communication strategies and vision.  (iv) Review proposed changes in policies or practices, evaluate organizational impact and make recommendations for developing effective communications and public relations strategies for the University.  (v) Lead the production of communication material, including multimedia projects, magazines and brochures and other fundraising and campaign documentation.  (vi) Develop advertising and marketing strategies and initiatives.  (vii) Direct press relations including the dissemination of news releases and feature articles. Oversee interviews between University senior administration and media representatives.  (viii) Coach senior administration on the most effective ways for preparing for media interviews.  (ix) Develop plans and objectives by identifying communications and public relations issues and opportunities.  (x) Write reports and proposals to support new initiatives and projects.  (xi) Manage and attend special events, and make speeches and presentations.  (xii) Develop guidelines on communication plans for the McGill community, including relations with municipal, provincial and federal governments, crisis management and unwanted press.  (xiii) Establish an organizational plan for the unit and secure budget needs for resources.  (xiv) Chair or lead committees and represent the University at internal and external meetings.  (xv) Direct and manage staff in accomplishing the goals and objectives of the unit.</p> <p><b>EDUCATION AND EXPERIENCE:</b>  – Undergraduate degree  – Eight (8) years' related experience</p>	MPEX Grade 09 (Grade)
MPEX-COM4C - Alumni Relations - Director or equivalent (C)	MPEX-COM4C	Admin Communications	Development & Alumni Relations	<p><b>JOB PROFILE SUMMARY:</b>  Promote and present a consistent image of McGill as a major institution of international calibre. Develop and implement communication services consistent with the University's mission and objectives, including news, public relations, social media, translation, graphic design, audio-visual, photography, web and multimedia. Maximize philanthropic support and increase alumni involvement by promoting strong relationships with donors, alumni, volunteers, students, employees, external organizations, government, and communities of interest. Organize conferences, symposia, workshops, campaigns and fundraising events. Publish manuscripts, books, textbooks, magazines, brochures and newsletters. Develop advertising, sales and marketing techniques and practices. Develop government relations and advocacy strategies, with all levels of government, regarding policy, funding and compliance in regard to research and innovation, immigration, and stakeholder relations matters that affect the University.</p> <p><b>KEY ROLES:</b>  Administer, analyse, supervise, manage or direct the activities and communications related to the University's fundraising, alumni relations and stewardship activities. Build long-term mutually beneficial relationships with alumni, donors, foundations, corporations, students, parents, volunteers and other members of the University community with a view to securing ongoing philanthropic support to help the University advance its mission and achieve its objectives. Plan and deliver alumni engagement events, programs, and fundraising strategies. Participate in the creation of new opportunities to steward and cultivate alumni and donors. Provide services to support, acknowledge donors and track philanthropic gifts to ensure compliance with University and government regulations.</p> <p><b>TYPICAL FUNCTIONS:</b>  (i) Establish the strategic direction of the unit and oversee implementation of short and long term plans related to the function.  (ii) Provide leadership and direction to McGill community on the delivery of comprehensive development and alumni relations policies, programs and services.  (iii) Lead development and alumni relations strategies, plans, programs and goals in order to build and enhance the University's relationship with its alumni, staff students and donors.  (iv) Develop partnerships with areas of the University regarding philanthropy and obtainment of goals and objectives for each faculty. Collaborate with faculties/department/units in the implementation of fundraising strategies to maximize private funding.  (v) Lead and manage a comprehensive prospecting and pipeline management program for special, major and primary gifts.  (vi) Manage fundraising strategies to maximize private funding for University priorities.  (vii) Increase alumni, student and volunteer participation in activities and events.  (viii) Develop, implement and ensure University-wide consistency in overall policies, programs and procedures in all aspects of fundraising campaigns, alumni relations, donor and volunteer recognition and stewardship.  (ix) Identify prospective high-end donors, foundations, and organizations to determine capacity, inclination and interests in providing special and major gifts.  (x) Develop and implement strategies for cultivation of newly identified major donor prospects and ensure timely major gift solicitation.  (xi) Host special events at the local, national and international level. Give speeches, make presentations and submit proposals to foundations and organizations.  (xii) Forecast and plan philanthropic goals and objectives.  (xiii) Conceive, implement, manage and evaluate a variety of alumni engagement strategies at the local, national and international level.  (xiv) Manage honorary doctorates and alumni awards.  (xv) Lead and develop alumni relations programs related to volunteer recognition and stewardships across the university.  (xvi) Conduct post event debriefings to assess program effectiveness and incorporate changes of future events and programs.  (xvii) Negotiate major gift agreements, planned gift donations and legacies and legal contracts.  (xviii) Establish and organizational plan for the unit, secure budget needs for resources.  (xix) Chair or lead committees and represent the university at internal and external meetings.  (xx) Direct and manage staff in accomplishing the goals and objectives of the unit.</p>	MPEX Grade 09 (Grade)

MPEX-COM4F - Government Relations - Director or equivalent	MPEX-COM4F	Admin Communications	Government Relations	<p><b>JOB PROFILE SUMMARY:</b></p> <p>Promote and present a consistent image of McGill as a major institution of international calibre. Develop and implement communication services consistent with the University's mission and objectives, including news, public relations, social media, translation, graphic design, audio-visual, photography, web and multimedia. Maximize philanthropic support and increase alumni involvement by promoting strong relationships with donors, alumni, volunteers, students, employees, external organizations, government and communities of interest. Organize conferences, symposia, workshops, campaigns and fundraising events. Publish manuscripts, books, textbooks, magazines, brochures and newsletters. Develop advertising, sales and marketing techniques and practices. Develop government relations and advocacy strategies, with all levels of government, regarding policy, funding and compliance in regard to research &amp; innovation, immigration, and stakeholder relations matters that affect the University.</p> <p><b>KEY ROLES:</b></p> <p>Administer, analyse, supervise, manage or direct the activities related to the University's government relations services. Promote McGill's research, teaching, innovations and accomplishments. Develop government relations and advocacy strategies, regarding policy, funding and compliance matters that affect the institution. Dossiers include research and innovation, immigration, and stakeholder relations. Represent the University in membership organizations at the federal, provincial and municipal levels. Develop high-level communications or briefing material for dissemination to target audiences. Build and maintain high-value relationships with government and community organizations, establishing a network of influential relationships with key stakeholders.</p> <p><b>TYPICAL FUNCTIONS:</b></p> <ul style="list-style-type: none"> <li>(i) Establish the strategic direction of the unit and oversee implementation of short- and long-term plans related to the function.</li> <li>(ii) Provide leadership and direction to the McGill community with respect to building and enhancing the University's relationship with the federal, provincial and municipal governments, and/or with key non-profit organizations, industry groups, university associations, etc.</li> <li>(iii) Develop partnerships with other areas of the University regarding communication strategies and vision.</li> <li>(iv) Review proposed changes in policies or practices, evaluate organizational impact and make recommendations for developing effective communications and public relations strategies for the University.</li> <li>(v) Lead the development of the University's advocacy strategy and positioning as a partner with the provincial government and key organizations. Lead or oversee the development of policy documents, proposals, analyses, letters to key officials, and other materials.</li> <li>(vi) Apprise senior colleagues of emerging advocacy issues and ensures consistency and coherence of all relevant government relations activity.</li> <li>(vii) Establish a comprehensive program to create awareness, build relationships and generate support for McGill's mission and activities with government and institutional officials and other Universities.</li> <li>(viii) Lead the advancement of the University's key dossiers related to teaching, research and innovation, immigration and funding, with the Quebec government.</li> <li>(ix) Evaluate public policy in matters relating to the university's strategic objectives, with emphasis on matters under provincial government jurisdiction.</li> <li>(x) Lead discussions relating to provincial government relations and plans the activities and itineraries of provincial officials who are invited to campus on official business.</li> <li>(xi) Produce major proposals, publications and other materials in support of government advocacy and outreach strategy.</li> <li>(xii) Provide direction and counsel to senior administration and other areas of the university in establishing the priorities related to government relations objectives.</li> <li>(xiii) Direct research and analysis in matters relating to public policy and lead the development of policy documents to be submitted to government officials.</li> <li>(xiv) Represent the University in wide range of activities related to government relations including conferences, roundtables, on-campus visits.</li> <li>(xv) Manage a variety of documentation, briefing materials, proposals, reports, strategic correspondence, letters and other materials.</li> <li>(xvi) Build relations and develop strong partnerships with various levels of governments, other University's academic mission.</li> <li>(xvii) Establish an organizational plan for the unit and secure budget needs for resources.</li> <li>(xviii) Chair or lead committees and represent the University at internal and external meetings.</li> <li>(xix) Direct and manage staff in accomplishing the goals and objectives of the unit.</li> <li>(xx) Oversee the planning and design of events, meetings and other opportunities to share McGill's priorities with key thought-leaders and decision-makers.</li> </ul>	MPEX Grade 10 (Grade)
MPEX-COM4S - Development & Alumni Relations - Director or equivalent (\$)	MPEX-COM4S	Admin Communications	Development & Alumni Relations	<p><b>JOB PROFILE SUMMARY:</b></p> <p>Promote and present a consistent image of McGill as a major institution of international calibre. Develop and implement communication services consistent with the University's mission and objectives, including news, public relations, social media, translation, graphic design, audio-visual, photography, web and multimedia. Maximize philanthropic support and increase alumni involvement by promoting strong relationships with donors, alumni, volunteers, students, employees, external organizations, government, and communities of interest. Organize conferences, symposia, workshops, campaigns and fundraising events. Publish manuscripts, books, textbooks, magazines, brochures and newsletters. Develop advertising, sales and marketing techniques and practices. Develop government relations and advocacy strategies, with all levels of government, regarding policy, funding and compliance in regard to research and innovation, immigration, and stakeholder relations matters that affect the University.</p> <p><b>KEY ROLES:</b></p> <p>Administer, analyse, supervise, manage or direct the activities and communications related to the University's fundraising, alumni relations and stewardship activities. Build long-term mutually beneficial relationships with alumni, donors, foundations, corporations, students, parents, volunteers and other members of the University community with a view to securing ongoing and new very high level philanthropic support to help the University advance its mission and achieve its objectives. Represent McGill by hosting or attending high end development and alumni events with top donors, business leaders, presidents of corporation and foundations at the national and international level.</p> <p><b>TYPICAL FUNCTIONS:</b></p> <ul style="list-style-type: none"> <li>(i) Establish the strategic direction of the unit and oversee implementation of short and long term plans related to development, alumni relations and university advancement.</li> <li>(ii) Provide leadership and direction to McGill community on the delivery of comprehensive development and alumni relations policies, programs and services.</li> <li>(iii) Conceive, implement, manage and evaluate a variety of plans, programs and goals in order to build and enhance the faculties' relationship with its alumni, students and donors and to enhance institutional goals.</li> <li>(iv) Conceptualize and develop solicitation strategies for annual giving, alumni relations, stewardship, donor engagement, planned giving, and communications.</li> <li>(v) Counsel and provide guidance on strategies that pertain to annual giving, alumni relations, stewardship, donor engagement, planned giving, and communications.</li> <li>(vi) Work with deans, chairs and faculties to develop fundraising priorities, objective and goals, prepare proposals and collateral materials that will enhance and support fundraising efforts with high level prospects.</li> <li>(vii) Create training programs and plans to further</li> <li>(viii) Develop and maintain an in-depth knowledge of the faculties and University activities, priorities and needs in teaching and research. Apply matching interests and needs of prospective high-end donors to form collaborations and partnerships.</li> <li>(ix) Manage a large portfolio of high-level prospects and develop critical follow-up and action plans for each high-level donor.</li> <li>(x) Through personal with CIO's and CEO's or large organization and foundations at the local, national and international level, identify and qualify high end individuals, foundations and organizations and to determine capacity, inclination and interests in providing special and major gift support.</li> <li>(xi) Meet with CIOs and CEOs of large organizations and foundations to identify, cultivate, and solicit, potential and existing high level prospective donors of over \$500,000.</li> <li>(xii) Identify, cultivate, and solicit, potential and existing high level prospective donors of over \$500,000 in order to maximize funding.</li> <li>(xiii) Evaluate the progress of plans and objectives, using specialized metrics and tools. Restructure the strategy if goals are not met.</li> <li>(xiv) Ensure and guide the active involvement of key faculty members and others in the University community and volunteers, essential to the overall success of the unit-based fundraising efforts.</li> <li>(xv) Develop and implement strategies for cultivation of newly identified major donor prospects and ensure timely major gift solicitation.</li> <li>(xvi) Host special events at the local, national and international level. Give speeches, make presentations and proposals to foundations, organizations and individuals.</li> <li>(xvii) Conduct post event debriefings to assess program effectiveness and incorporate changes of future events and programs.</li> <li>(xviii) Negotiate major gift agreements and planned gift donations, legacies and legal contracts. Act as signing authority.</li> <li>(xix) Establish and organizational plan for the unit, secure budget needs for resources.</li> </ul>	MPEX Grade 11 (Grade)

MPEX-FIN1B - Accounting - Professional 1 (Excluded)	MPEX-FIN1B	Admin Finance	Accounting	<p><b>JOB PROFILE SUMMARY:</b></p> <p>Provide financial and accounting services centrally, or in a faculty/department/unit, to support the recording and reporting of the University's financial position. Develop and implement financial, accounting, audit, investment, risk, and procurement strategies. Provide financial information and analysis, evaluate business and financial implications of investment proposals, implement and monitor financial and accounting policies and procedures, develop and implement financial controls, process and monitor financial transactions. Audit various operations of the University. Invest University's endowment trust, pension funds or other funds. Manage insurance claims and risk practices. Ensure effective procurement strategies and provide procurement services to the University community.</p> <p><b>KEY ROLES:</b></p> <p>Administer, analyse, supervise, manage or direct the activities related to the University's financial position through the formulation of generally accepted accounting principles, regulations, reporting and controls. Oversee a variety of accounting and budget transactions including journal entries, advances, expense reports, supplier invoicing, accounts payable, accounts receivable and other functions. Ensure accounting goals are met and are coherent with the University's objectives.</p> <p><b>TYPICAL FUNCTIONS:</b></p> <p>(i) Perform and organize activities to support the daily operations of the unit by ensuring that accounting functions are carried out in accordance with established goals and objectives.</p> <p>(ii) Implement administrative procedures or systems that are moderately complex in support of the faculty, department or unit's operations and ensure activities meet or exceed established quality requirements.</p> <p>(iii) Support the recording and reporting of the University's financial position.</p> <p>(iv) Administer funds in adherence to internal and external accounting policies and procedures and contract obligations.</p> <p>(v) Assist or establish financial priorities by monitoring all financial transactions and resources.</p> <p>(vi) Administer capital equipment and capital alteration budgets.</p> <p>(vii) Apply information received and select the most appropriate procedure for performing accounting administration activities within pre-established guidelines.</p> <p>(viii) Summarize financial transactions in accordance with University policies and procedures.</p> <p>(ix) Initiate and process a number of accounting activities such as opening accounts, journal entries, advances, requisitions, expense reports, petty cash, supplier invoices and procurement card purchases and check deposits.</p> <p>(x) Monitor funds by reconciling expenses and deposits against the general ledger and resolve discrepancies.</p> <p>(xi) Verify documents for completeness and compliance with government and private agencies' rules and regulations.</p> <p>(xii) Prepare financial statements and invoices or billings to agencies, donors and other contributors. Reconcile common advance funds and ongoing receivables. Ensure compliance with external reporting guidelines and restrictions.</p> <p>(xiii) Approve financial transactions for fund availability, restrictions and proper coding within established limits.</p> <p>(xiv) Establish and foster effective working relationships by identifying needs and providing support in the delivery of services. Assess and resolve problems. When appropriate, inform supervisor and formulate recommendations.</p> <p>(xv) Attend meetings.</p> <p>(xvi) Supervise support staff or oversee the work of employees, including casuals. Assist employees in their training.</p> <p><b>EDUCATION AND EXPERIENCE:</b></p> <p>-- DEC III -- Three (3) years' related experience</p>	MPEX Grade 02 (Grade)
MPEX-FIN1C - Audit, Risk, Insurance & Investments - Professional 1 (Excluded)	MPEX-FIN1C	Admin Finance	Audit, Risk, Insurance & Investments	<p><b>JOB PROFILE SUMMARY:</b></p> <p>Provide financial and accounting services centrally, or in a faculty/department/unit, to support the recording and reporting of the University's financial position. Develop and implement financial, accounting, audit, investment, risk, and procurement strategies. Provide financial information and analysis, evaluate business and financial implications of investment proposals, implement and monitor financial and accounting policies and procedures, develop and implement financial controls, process and monitor financial transactions. Audit various operations of the University. Invest University's endowment trust, pension funds or other funds. Manage insurance claims and risk practices. Ensure effective procurement strategies and provide procurement services to the University community.</p> <p><b>KEY ROLES:</b></p> <p>Administer, analyse, supervise, manage or direct the activities in the delivery of comprehensive audit services, and the review of internal accounting and managerial controls, policies and procedures. Ensure auditing functions are carried out in accordance with established policies and procedures. Ensure compliance with laws and best practices. Carry out investigations, write reports of findings and make recommendations for changes and improvement. Appraise risks and their potential impact on the University through the use of insurance contracts or other means to protect against unexpected losses. Deliver investment options for the pension and endowment funds, taking into consideration investment risk and the market. Ensure investment goals are met and are coherent with the University's objectives.</p> <p><b>TYPICAL FUNCTIONS:</b></p> <p>(i) Perform or organize activities to support the daily operations of the unit by ensuring that audit, risk and insurance functions are carried out in accordance with established policies and guidelines and the University's regulations and procedures.</p> <p>(ii) Implement administrative procedures or systems that are moderately complex in support of the faculty, department or unit's operations and ensure activities meet or exceed established quality requirements.</p> <p>(iii) Report findings and make recommendations for improvement.</p> <p>(iv) Prepare documents, reports and other materials; ensure updates are available on demand.</p> <p>(v) Apply information received and select most appropriate procedure for performing risk assessment activities.</p> <p>(vi) Verify documents for completeness and compliance with government and private agencies' rules and regulations.</p> <p>(vii) Draft communications and reports as required.</p> <p>(viii) Make recommendations concerning improvement of processes and correction of problems.</p> <p>(ix) Run a variety of performance and risk reports as requested.</p> <p>(x) Establish and foster effective working relationships by identifying needs and providing support in the delivery of services. Assess and resolve problems. When appropriate, inform supervisor and formulate recommendations.</p> <p>(xi) Attend meetings.</p> <p>(xii) Supervise support staff or oversee the work of employees, including casuals. Assist employees in their training.</p> <p><b>EDUCATION AND EXPERIENCE:</b></p> <p>-- DEC III -- Three (3) years' related experience</p>	MPEX Grade 03 (Grade)
MPEX-FIN1D - Procurement - Professional 1 (Excluded)	MPEX-FIN1D	Admin Finance	Procurement	<p><b>JOB PROFILE SUMMARY:</b></p> <p>Provide financial and accounting services centrally, or in a faculty/department/unit, to support the recording and reporting of the University's financial position. Develop and implement financial, accounting, audit, investment, risk, and procurement strategies. Provide financial information and analysis, evaluate business and financial implications of investment proposals, implement and monitor financial and accounting policies and procedures, develop and implement financial controls, process and monitor financial transactions. Audit various operations of the University. Invest University's endowment trust, pension funds or other funds. Manage insurance claims and risk practices. Ensure effective procurement strategies and provide procurement services to the University community.</p> <p><b>KEY ROLES:</b></p> <p>Administer, analyse, supervise, manage or direct the activities of the University's financial and material resources through effective procurement process, while respecting the users' requirements and obtaining the best value of products, pricing and services for the University. Oversee the University travel and hotel program. Deliver purchasing services to the University community including academics, staff and students, in situations involving a diverse set of buying requests.</p> <p><b>TYPICAL FUNCTIONS:</b></p> <p>(i) Perform and organize activities related to the procurement of commodities for the University community in accordance with established policies and guidelines.</p> <p>(ii) Implement administrative procedures or systems that are moderately complex in support of the faculty, department or unit's operations and ensure activities meet or exceed established quality requirements.</p> <p>(iii) Build strong relations by identifying needs and providing support in the delivery of services.</p> <p>(iv) Implement procedures or systems that are moderately complex in support of the operations and to ensure that services meet or exceed established quality requirements.</p> <p>(v) Procure material, equipment and services under the best possible terms and conditions, consistent with prevailing market conditions, and in accordance with established policies, procedures and guidelines, within authorized limits.</p> <p>(vi) Research and monitor market trends and conditions, call vendors and recommend new sources for procurement. Identify potential suppliers and issue requests for quotations.</p> <p>(vii) Review standard quotations received; determine optimum value, issue purchase orders within authorized limits and schedule deliveries.</p> <p>(viii) Obtain contractual agreements for goods and services and obtain supervisor's approval.</p> <p>(ix) Act as liaison with other departments, discuss clients' needs and communicate with clients on the status of their orders, and provide status of purchases to clients.</p> <p>(x) Assess and resolve problems. When appropriate, inform supervisor and formulate recommendations.</p> <p>(xi) Establish and foster effective working relationships by identifying needs and providing support in the delivery of services.</p> <p>(xii) Attend meetings.</p> <p>(xiii) Supervise support staff or oversee the work of employees, including casuals. Assist employees in their training.</p> <p><b>EDUCATION AND EXPERIENCE:</b></p> <p>-- DEC III -- Three (3) years' related experience</p>	MPEX Grade 02 (Grade)



MPEX-FIN2B - Accounting - Professional 2	MPEX-FIN2B	Admin Finance	Accounting	<p><b>JOB PROFILE SUMMARY:</b> Provide financial and accounting services centrally, or in a faculty/department/unit, to support the recording and reporting of the University's financial position. Develop and implement financial, accounting, audit, investment, risk, and procurement strategies. Provide financial information and analysis, evaluate business and financial implications of investment proposals, implement and monitor financial and accounting policies and procedures, develop and implement financial controls, process and monitor financial transactions. Audit various operations of the University. Invest University's endowment trust, pension funds or other funds. Manage insurance claims and risk practices. Ensure effective procurement strategies and provide procurement services to the University community.</p> <p><b>KEY ROLES:</b> Administer, analyse, supervise, manage or direct the activities related to the University's financial position through the formulation of generally accepted accounting principles, regulations, reporting and controls. Oversee a variety of accounting and budget transactions including journal entries, advances, expense reports, supplier invoicing, accounts payable, accounts receivable and other functions. Ensure accounting goals are met and are coherent with the University's objectives.</p> <p><b>TYPICAL FUNCTIONS:</b> (i) Participate in the development and implementation of policies and new initiatives that support the strategic direction of the unit. (ii) Use professional expertise, specialized skills and knowledge to prioritize activities or analyse a wide variety of programs and processes related to accounting. (iii) Investigate discrepancies or anomalies in accounting processes and communicate with relevant faculty, department or unit. Resolve year end reporting issues. (iv) Analyse, prepare and review statistical and financial data for inclusion in internal and external reports. (v) Compile data for, and prepare regularly scheduled and special accounting reports, analyses and statements. (vi) Determine the best approach to resolve financial issues between departments, vendors, accounting and fund holders. (vii) Develop internal procedures and documentation. (viii) Maintain accurate accounting records and the provision of specialty tax advice to management on related matters. (ix) Design and implement accounting methods and procedures to improve accounting services and reporting. (x) Participate at meetings, make recommendations and provide solutions. (xi) Supervise staff and evaluate progress of assignments and results.</p> <p><b>EDUCATION AND EXPERIENCE:</b> -- Undergraduate degree -- Three (3) years' related experience</p>	MPEX Grade 05 (Grade)
MPEX-FIN2C - Audit, Risk, Insurance & Investments - Professional 2	MPEX-FIN2C	Admin Finance	Audit, Risk, Insurance & Investments	<p><b>JOB PROFILE SUMMARY:</b> Provide financial and accounting services centrally, or in a faculty/department/unit, to support the recording and reporting of the University's financial position. Develop and implement financial, accounting, audit, investment, risk, and procurement strategies. Provide financial information and analysis, evaluate business and financial implications of investment proposals, implement and monitor financial and accounting policies and procedures, develop and implement financial controls, process and monitor financial transactions. Audit various operations of the University. Invest University's endowment trust, pension funds or other funds. Manage insurance claims and risk practices. Ensure effective procurement strategies and provide procurement services to the University community.</p> <p><b>KEY ROLES:</b> Administer, analyse, supervise, manage or direct the activities in the delivery of comprehensive audit services, and the review of internal accounting and managerial controls, policies and procedures. Ensure auditing functions are carried out in accordance with established policies and procedures. Ensure compliance with laws and best practices. Carry out investigations, write reports of findings and make recommendations for changes and improvement. Appraise risks and their potential impact on the University through the use of insurance contracts or other means to protect against unexpected losses. Deliver investment options for the pension and endowment funds, taking into consideration investment risk and the market. Ensure investment goals are met and are coherent with the University's objectives.</p> <p><b>TYPICAL FUNCTIONS:</b> (i) Participate in the development and implementation of policies and new initiatives that support the strategic direction of the unit. (ii) Use professional expertise, specialized skills and knowledge to prioritize activities or analyse a wide variety of programs and processes related to accounting and investments. (iii) Organize and execute assignments on internal audits to perform and select methodology to use. (iv) Work with internal auditors and complete selected elements of operational audits. (v) Assess progress of work through all phases of an assignment or project preparation including control matrix, test design, test completion, evaluation of results and drafting of reports. (vi) Write and deliver moderately complex reports in the preparation of communication of internal audit investigations to management. (vii) Design control matrix and identify control design issues following concepts of control and security. (viii) Create risk assessment templates. (ix) Provide support to management concerning risk self-assessment. (x) Make recommendations on respect to certain policy updates or changes. (xi) Analyse performance results of assets managers and prepare reports. (xii) Analyze University funds, with responsibility for allocation of cash balances and related activities such as loans, investments, capital stock matters and disbursements. (xiii) Participate at meetings, make recommendations and provide solutions. (xiv) Supervise staff and evaluate progress of assignments and results.</p> <p><b>EDUCATION AND EXPERIENCE:</b> -- Undergraduate degree -- Three (3) years' related experience</p>	MPEX Grade 05 (Grade)
MPEX-FIN2D - Procurement - Professional 2	MPEX-FIN2D	Admin Finance	Procurement	<p><b>JOB PROFILE SUMMARY:</b> Provide financial and accounting services centrally, or in a faculty/department/unit, to support the recording and reporting of the University's financial position. Develop and implement financial, accounting, audit, investment, risk, and procurement strategies. Provide financial information and analysis, evaluate business and financial implications of investment proposals, implement and monitor financial and accounting policies and procedures, develop and implement financial controls, process and monitor financial transactions. Audit various operations of the University. Invest University's endowment trust, pension funds or other funds. Manage insurance claims and risk practices. Ensure effective procurement strategies and provide procurement services to the University community.</p> <p><b>KEY ROLES:</b> Administer, analyse, supervise, manage or direct the activities of the University's financial and material resources through effective procurement process, while respecting the users' requirements and obtaining the best value of products, pricing and services for the University. Oversee the University travel and hotel program. Deliver purchasing services to the University community including academics, staff and students, in situations involving a diverse set of buying requests.</p> <p><b>TYPICAL FUNCTIONS:</b> (i) Participate in the development and implementation of policies and new initiatives that support the strategic direction of the unit. (ii) Use professional expertise, specialized skills and knowledge to prioritize activities or analyse a wide variety of programs and processes related to procurement. (iii) Procure material, equipment and services under the best possible terms and conditions, consistent with prevailing market conditions, and in accordance with established policies, procedures and guidelines. (iv) Analyse quotations received; evaluate them to determine optimum value, select or recommend suppliers, issue purchase orders and schedule deliveries. (v) Formulate contract agreements. Obtain legal approval. (vi) Maintain up-to-date detailed knowledge of current procurement practices and ensure McGill is following best practices with regarding to procurement and evaluate impact on the University. (vii) Recommend improvements in procurement processes and procedures. (viii) Develop and implement unit's communication plan and documentation. (ix) Study and monitor market trends and conditions, interview vendors and recommend sources of supply. Identify potential suppliers and issue requests for quotations. (x) Negotiate medium scope contractual agreements for goods and services. (xi) Conduct value analysis studies. (xii) Keep abreast of new developments and trends in the field of purchasing and procurement. (xiii) Participate at meetings, make recommendations and provide solutions. (xiv) Supervise staff and evaluate progress of assignments and results.</p> <p><b>EDUCATION AND EXPERIENCE:</b> -- Undergraduate degree -- Three (3) years' related experience</p>	MPEX Grade 05 (Grade)

MPEX-FIN3B - Accounting - Senior Professional/Manager	MPEX-FIN3B	Admin Finance	Accounting	<p><b>JOB PROFILE SUMMARY:</b> Provide financial and accounting services centrally, or in a faculty/department/unit, to support the recording and reporting of the University's financial position. Develop and implement financial, accounting, audit, investment, risk, and procurement strategies. Provide financial information and analysis, evaluate business and financial implications of investment proposals, implement and monitor financial and accounting policies and procedures, develop and implement financial controls, process and monitor financial transactions. Audit various operations of the University. Invest University's endowment trust, pension funds or other funds. Manage insurance claims and risk practices. Ensure effective procurement strategies and provide procurement services to the University community.</p> <p><b>KEY ROLES:</b> Administer, analyse, supervise, manage or direct the activities related to the University's financial position through the formulation of generally accepted accounting principles, regulations, reporting and controls. Oversee a variety of accounting and budget transactions including journal entries, advances, expense reports, supplier invoicing, accounts payable, accounts receivable and other functions. Ensure accounting goals are met and are coherent with the University's objectives.</p> <p><b>TYPICAL FUNCTIONS:</b> (i) Provide senior professional expertise in the development and implementation of policies, programs and systems that support the unit's initiatives. (ii) Oversee the implementation of short-term goals and objectives related to the function. (iii) Manage University's funds with responsibility for allocation of cash balances, relationships with banks, and matters regarding loans. (iv) Analyse and review accounting, budget and tax reports or other reports submitted to various government departments, to ensure the University's compliance with all laws and regulations. (v) Ensure timely and accurate filing of these reports; supervise the review prior to their submission to relevant government agencies. (vi) Manage the University's banking and credit functions. (vii) Respond to requests from internal and external auditors. (viii) Prepare different accounting reports. Analyse reports and records, conduct studies and make recommendations on accounting issues. (ix) Initiate cyclical control measures, including error reports, reconciliation of central funds, inactivity, variances and over-expenditures. (x) Maintain University Chart of Accounts to support internal and external reporting needs. (xi) Deliver or support the delivery of services to the University community in situations involving diverse practices and precedents. (xii) Make recommendations on financial and human resources needs. (xiii) Attend senior level meetings and represent the unit at internal and external meetings. (xvii) Manage a team of professional and administrative staff.</p> <p><b>EDUCATION AND EXPERIENCE:</b> -- Undergraduate degree -- Five (5) years' related experience</p>	MPEX Grade 07 (Grade)
MPEX-FIN3C - Audit, Risk, Insurance & Investments - Senior Professional/Manager	MPEX-FIN3C	Admin Finance	Audit, Risk, Insurance & Investments	<p><b>JOB PROFILE SUMMARY:</b> Provide financial and accounting services centrally, or in a faculty/department/unit, to support the recording and reporting of the University's financial position. Develop and implement financial, accounting, audit, investment, risk, and procurement strategies. Provide financial information and analysis, evaluate business and financial implications of investment proposals, implement and monitor financial and accounting policies and procedures, develop and implement financial controls, process and monitor financial transactions. Audit various operations of the University. Invest University's endowment trust, pension funds or other funds. Manage insurance claims and risk practices. Ensure effective procurement strategies and provide procurement services to the University community.</p> <p><b>KEY ROLES:</b> Administer, analyse, supervise, manage or direct the activities in the delivery of comprehensive audit services, and the review of internal accounting and managerial controls, policies and procedures. Ensure auditing functions are carried out in accordance with established policies and procedures. Ensure compliance with laws and best practices. Carry out investigations, write reports of findings and make recommendations for changes and improvement. Appraise risks and their potential impact on the University through the use of insurance contracts or other means to protect against unexpected losses. Deliver investment options for the pension and endowment funds, taking into consideration investment risk and the market. Ensure investment goals are met and are coherent with the University's objectives.</p> <p><b>TYPICAL FUNCTIONS:</b> (i) Provide senior professional expertise in the development and implementation of policies, programs and systems that support the unit's initiatives. (ii) Oversee the implementation of short-term goals and objectives related to the function. (iii) Provide the senior administration and the Board of Governors, through the audit committee, with evidence that governance expectations of the internal audit function are being met through the management and operations processes maintained across the University. (iv) Provide senior administration with advice on emerging issues related to risk and insurance which affect the University. (v) Design, develop, and negotiate risk management and insurance programs for the University. (vi) Participate in investment or risk design process. Review scope of investment or risk projects, time budgets, and documentation related to risk assessment. (vii) Recommend new approaches and systems based on in-depth knowledge and understanding of the needs of the senior administration, and the faculty/department/unit. (viii) Ensure implementation of new initiatives that support the strategic direction of the unit by keeping abreast of developments in the field. (ix) Evaluate local and international risk exposures. Establish guidelines and policies. (x) Negotiate insurance contract terms and agreements. Manage effectiveness of external providers. (xi) Ensure the University's financial and reputational interests are protected through investigating and negotiating complex claims. (xii) Lead projects related to risk management and insurance. (xiii) Provide primary audit process review and analysis of other staff's work for selected projects. (xiv) Prepare reports and participate in the communication of results to all levels of management. (xv) Manage University's funds with responsibility for allocation of cash balances, relationships with banks, and matters regarding loans, investments, capital stock and disbursements. (xvi) Conduct analysis on cash and treasury operations, bank relationships, and debt/equity management. Identify trends. (xvii) Negotiate complex legal contracts. (xviii) Recommend asset allocation of the Pension Fund and Endowment Fund to the Investment Committee. (xix) Execute trading and transaction of assets between investment funds for the pension fund and the endowment fund. (xx) Make recommendations on financial and human resources needs. (xxi) Attend senior level meetings and represent the unit at internal and external meetings.</p>	MPEX Grade 08 (Grade)
MPEX-FIN3D - Procurement - Senior Professional/Manager	MPEX-FIN3D	Admin Finance	Procurement	<p><b>JOB PROFILE SUMMARY:</b> Provide financial and accounting services centrally, or in a faculty/department/unit, to support the recording and reporting of the University's financial position. Develop and implement financial, accounting, audit, investment, risk, and procurement strategies. Provide financial information and analysis, evaluate business and financial implications of investment proposals, implement and monitor financial and accounting policies and procedures, develop and implement financial controls, process and monitor financial transactions. Audit various operations of the University. Invest University's endowment trust, pension funds or other funds. Manage insurance claims and risk practices. Ensure effective procurement strategies and provide procurement services to the University community.</p> <p><b>KEY ROLES:</b> Administer, analyse, supervise, manage or direct the activities of the University's financial and material resources through effective procurement process, while respecting the users' requirements and obtaining the best value of products, pricing and services for the University. Oversee the University travel and hotel program. Deliver purchasing services to the University community including academics, staff and students, in situations involving a diverse set of buying requests.</p> <p><b>TYPICAL FUNCTIONS:</b> (i) Provide senior professional expertise in the development and implementation of policies, programs and systems that support the unit's initiatives. (ii) Oversee the implementation of short-term goals and objectives related to the function. (iii) Undertake in-depth analysis of highly complex problems, assess impact to the unit or the University, articulate alternatives and recommend solutions. (iv) Ensure the implementation of new initiatives that support the strategic direction of the unit by keeping abreast of new developments and trends in the field of procurement. (v) Provide guidance and assist staff in developing and updating long and short-term commodity strategies. Analyse, review and finalize buyers' action plans. (vi) Foster and maintain effective working relationships with colleagues, clients, suppliers, and senior staff of purchasing services at other universities. (vii) Act as liaison between the University and the governments on issues related to procurement laws. (viii) Make decisions on sources of suppliers taking into consideration their impact on sustainability and environment. (ix) Plan, organize and manage all activities related to procurement and supply chain management in support of the University's overall objectives. (x) Work closely with the University community to facilitate their role within the supply chain management and to make purchasing resources available and accessible to them when and where needed. (xi) Develop and implement plans to meet established cost avoidance and reduction objectives. (xii) Negotiate long-term contracts for good and services. Ensure uninterrupted supply at optimum cost and consolidate major purchases within the University and between other universities on a provincial and national basis. (xiii) Develop procurement policies and procedures. Review University procurement activities to ensure conformity with contracts and policy. (xiv) Make recommendations on financial and human resources needs. (xv) Attend senior level meetings and represent the unit at internal and external meetings. (xvi) Manage a team of professional and administrative staff.</p> <p><b>EDUCATION AND EXPERIENCE:</b> -- Undergraduate degree -- Five (5) years' related experience</p>	MPEX Grade 08 (Grade)

MPEX-FIN4B - Accounting - Director or equivalent	MPEX-FIN4B	Admin Finance	Accounting	<p><b>JOB PROFILE SUMMARY:</b></p> <p>Provide financial and accounting services centrally, or in a faculty/department/unit, to support the recording and reporting of the University's financial position. Develop and implement financial, accounting, audit, investment, risk, and procurement strategies. Provide financial information and analysis, evaluate business and financial implications of investment proposals, implement and monitor financial and accounting policies and procedures, develop and implement financial controls, process and monitor financial transactions. Audit various operations of the University. Invest University's endowment trust, pension funds or other funds. Manage insurance claims and risk practices. Ensure effective procurement strategies and provide procurement services to the University community.</p> <p><b>KEY ROLES:</b></p> <p>Administer, analyse, supervise, manage or direct the activities related to the University's financial position through the formulation of generally accepted accounting principles, regulations, reporting and controls. Oversee a variety of accounting and budget transactions including journal entries, advances, expense reports, supplier invoicing, accounts payable, accounts receivable and other functions. Ensure accounting goals are met and are coherent with the University's objectives.</p> <p><b>TYPICAL FUNCTIONS:</b></p> <p>(i) Establish the strategic direction of the unit and oversee implementation of short and long term plans related to the function.  (ii) Provide leadership and direction to McGill community on the development and interpretation of regulations, policies, procedures and guidelines concerning accounting issues affecting the University.  (iii) Direct the preparation of reports for lending institutions, other financial institutions and regulatory authorities and evaluate impact on the University's accounting operations.  (iv) Evaluate current and proposed financial plans and policies and recommend changes that will improve the University's profitability.  (v) Ensure that all reports and disclosures comply with applicable government and granting agency regulations, professional standards, and University policies.  (vi) Develop the University chart of accounts to support internal and external reporting needs.  (vii) Approve opening and closure of University funds and define proper coding for budgeting, reporting and tax purposes.  (viii) Manage the scheduling, preparation and compilation of the University's financial statements. Approve and verify the accuracy of all financial statements.  (ix) Establish an organizational plan for the unit and secure budget needs for resources.  (x) Recommend, develop and implement administrative processes, procedures and systems to enhance the effectiveness of the unit's services to the community.  (xi) Chair or lead committees and represent the University at internal and external meetings.  (xii) Direct and manage staff in accomplishing the goals and objectives of the unit.</p> <p><b>EDUCATION AND EXPERIENCE:</b></p> <p>-- Undergraduate degree  -- Eight (8) years' related experience</p>	MPEX Grade 10 (Grade)
MPEX-FIN4C - Audit, Risk, Insurance & Investments - Director or equivalent	MPEX-FIN4C	Admin Finance	Audit, Risk, Insurance & Investments	<p><b>JOB PROFILE SUMMARY:</b></p> <p>Provide financial and accounting services centrally, or in a faculty/department/unit, to support the recording and reporting of the University's financial position. Develop and implement financial, accounting, audit, investment, risk, and procurement strategies. Provide financial information and analysis, evaluate business and financial implications of investment proposals, implement and monitor financial and accounting policies and procedures, develop and implement financial controls, process and monitor financial transactions. Audit various operations of the University. Invest University's endowment trust, pension funds or other funds. Manage insurance claims and risk practices. Ensure effective procurement strategies and provide procurement services to the University community. Deliver investment options for the pension and endowment funds, taking into consideration investment risk and the market. Ensure investment goals are met and are coherent with the University's objectives.</p> <p><b>KEY ROLES:</b></p> <p>Administer, analyse, supervise, manage or direct the activities in the delivery of comprehensive audit services, and the review of internal accounting and managerial controls, policies and procedures. Ensure auditing functions are carried out in accordance with established policies and procedures. Ensure compliance with laws and best practices. Carry out investigations, write reports of findings and make recommendations for changes and improvement. Appraise risks and their potential impact on the University through the use of insurance contracts or other means to protect against unexpected losses.</p> <p><b>TYPICAL FUNCTIONS:</b></p> <p>(i) Establish the strategic direction of the unit and oversee implementation of short and long term plans related to the function.  (ii) Develop and maintain the risk profile of the University, enabling the definition of the audit universe and the creation of a plan of audit activity for review and approval by the senior administration and the Audit and Finance Committee of the Board of Governors.  (iii) Define the criteria for the selection of personnel or consultants to achieve the effective delivery of audit services. Complete process for selecting and hiring personnel or contracting consultants to achieve internal audit objectives.  (iv) Direct the audit of accounting, financial and other operations through selected processes and procedures. Measure and evaluate the soundness, adequacy, compliance and cost effectiveness of operational, financial, accounting and managerial controls in accordance with the plan agreed annually with the Audit and Finance Committee of the Board of Governors.  (v) Appraise all types of risk incurred by the University, identify reduction measures including appropriate insurance coverage. Negotiate terms of contract with insurers.  (vi) Manage and recommend new approaches and systems based on in-depth knowledge and understanding of the needs of the senior administration, and faculty/department/unit and University-wide issues.  (vii) Prepare reports and communicate results to all levels of management and finance committee and Board of Governors.  (viii) Ensure that all reports and disclosures comply with applicable government regulations, professional standards and University policies.  (ix) Provide leadership and direction in the delivery of the long term investment strategy for the Pension fund and endowment fund and monitor, evaluate and manage the performance risk.  (x) Evaluate overall effectiveness to ensure investment goals and objectives are met and are coherent with the University mission.  (xi) Evaluate activities of investment funds, select and assess external fund managers and produce reports on their activities  (xii) Establish an organizational plan for the unit and secure budget needs for resources.  (xiii) Recommend, develop and implement administrative processes, procedures and systems to enhance the effectiveness of the unit's services to the community.  (xiv) Research and recommend new investment managers, products, strategies and risk management practices for current and future investment portfolios coherent with University objectives.  (xv) Chair or lead committees and represent the University at internal and external meetings.  (xvi) Direct or manage staff in accomplishing the goals and objectives of the unit.</p> <p><b>EDUCATION AND EXPERIENCE:</b></p> <p>-- Undergraduate degree</p>	MPEX Grade 11 (Grade)
MPEX-HRM1A - Staffing & Talent Acquisition - Professional 1 (Excluded)	MPEX-HRM1A	Admin Human Resources	Staffing & Talent Acquisition	<p><b>JOB PROFILE SUMMARY:</b></p> <p>Provide a full range of human resources services in support of the University's mission and culture. Develop and implement human resources policies and programs to maximize faculty/department/unit effectiveness; integrate human resources strategy into policy and planning frameworks; promote organizational effectiveness and cultural change; implement effective recruitment strategies to attract top talent. Ensure competitive compensation, benefits and pension plans to retain top talent. Administer payroll, records, systems and shared services transactions, including regular government reporting and compliance. Develop training, succession planning and talent management programs, and other organizational development workshops, to motivate and develop staff to their full potential. Negotiate collective agreements and other human resources policies. Promote a positive work environment with a diverse workforce composed of academics, various occupational groups, unions and staff associations.</p> <p><b>KEY ROLES:</b></p> <p>Administer, analyse, supervise, manage or direct human resources initiatives to respond to McGill's needs, goals and mission. Provide services to the community on issues pertaining to recruitment, staffing, placement transition and spousal relocation. Implement and maintain employment equity and diversity programs. Ensure policies and programs promote McGill's image as an employer of choice. Implement recruitment and job posting tools to simplify the interview and selection process. Oversee the development of a candidate testing database and implement an applicant tracking system for recruitment and succession planning. Organize programs related to employee long service, recognition awards and new employee orientation program.</p> <p><b>TYPICAL FUNCTIONS:</b></p> <p>(i) Perform and organize activities to support the daily operations of the unit by ensuring that human resources functions are carried out in accordance with established goals and objectives.  (ii) Implement administrative procedures or systems that are moderately complex in support of the faculty, department or unit's operations and ensure activities meet or exceed established quality requirements.  (iii) Provide information to employees with respect to staffing policy, placement transition activities  (iv) Provide support on diversity and employment equity programs.  (v) Assist hiring managers with the recruitment of unionized employees and casuals.  (vi) Pre-screen CVs and performs phone interviews with candidates.  (vii) Conducts confidential background and reference checks on prospective employees.  (viii) Maintain master standardized documents, forms and sample letters to be used by the human resources network.  (ix) Verify job postings to ensure consistent and proper language prior to posting on the website.  (x) Compile documents, complete government surveys and reports related to diversity and employment equity.  (xi) Assist in sourcing candidates through networking and outreach activities. Support units efforts to source and present qualified applicants from the various groups of individuals identified in the different equal employment opportunity programs.  (xii) Plan and organize job fairs and other relevant activities to enhance McGill's visibility as an employer of choice and as an employer promoting diversity and employment equity.  (xiii) Organize events related to long service and award recognition. Oversee the list of employees' service, invitations, logistics, catering and gift selection documentation and correspondence. Liaise with service providers and guest speakers.  (xiv) Participate in the development and maintenance of office systems.  (xv) Compile statistics and produce reports.  (xvi) Liaise with external agencies, organizations and other Universities on staffing issues.  (xvii) Establish and foster effective working relationships by identifying needs and providing support in the delivery of services. Assess and resolve problems. When appropriate, inform supervisor and formulate recommendations.  (xviii) Attend meetings.  (xix) Supervise support staff or oversee the work of employees, including casuals. Assist employees in their training.</p>	MPEX Grade 03 (Grade)

MPEX-HRM1B - Total Rewards - Professional 1 (Excluded)	MPEX-HRM1B	Admin Human Resources	Total Rewards	<p><b>JOB PROFILE SUMMARY:</b> Provide a full range of human resources services in support of the University's mission and culture. Develop and implement human resources policies and programs to maximize faculty/department/unit effectiveness; integrate human resources strategy into policy and planning frameworks; promote organizational effectiveness and cultural change; implement effective recruitment strategies to attract top talent. Ensure competitive compensation, benefits and pension plans to retain top talent. Administer payroll, records, systems and shared services transactions, including regular government reporting and compliance. Develop training, succession planning and talent management programs, and other organizational development workshops, to motivate and develop staff to their full potential. Negotiate collective agreements and other human resources policies. Promote a positive work environment with a diverse workforce composed of academics, various occupational groups, unions and staff associations.</p> <p><b>KEY ROLES:</b> Administer, analyse, supervise, manage or direct human resources initiatives to respond to McGill's needs, goals and mission. Provide services to McGill community on issues pertaining to compensation, payroll, benefit and pension plans. Advise on a variety of policies and procedures. Implement and maintain government mandated programs such as pay equity. Oversee a variety of activities related to payroll, records and systems, including regular government reporting and legislation. Responsible for annual salary increases. Participate in salary surveys, benchmarking of positions. Keep current with trends in the job market while applying internal equity.</p> <p><b>TYPICAL FUNCTIONS:</b> (i) Perform and organize activities to support the daily operations of the unit by ensuring that human resources functions are carried out in accordance with established goals and objectives. (ii) Implement administrative procedures or systems that are moderately complex in support of the faculty, department or unit's operations and ensure activities meet or exceed established quality requirements. (iii) Provide information to staff with respect to policies and entitlements relating to compensation, benefits, payroll, or pension procedures. (iv) Monitor compliance with policies or procedures and provide explanation to employees and managers. (v) Process a variety of documentation pertaining to compensation, benefits, payroll, and pensions. (vi) Approve and calculate a variety of payroll submissions and ensure government legislation is followed concerning deductions, taxes, and other criteria. (vii) Act as contact person to banks regarding employee direct deposit submissions and other changes. (viii) Submit required payroll documentation to government agencies, banks, and other financial institutions. (ix) Disseminate information to McGill community concerning new policies and procedures regarding compensation, benefits, payroll and pension matters. (x) Review medical certification. May request additional information. Provide information to faculty/department/unit on the handling of specific cases. (xi) Compile statistics and produce reports. (xii) Liaise with external agencies and organizations on compensation, pension, benefits and payroll matters. (xiii) Regularly confer with unit officials in order to plan ahead and administer support needs. (xiv) Participate in the maintenance of office systems. (xv) Assess and resolve administrative problems. When appropriate, inform supervisor and formulate recommendations. (xvi) Establish and foster effective working relationships by identifying needs and providing support in the delivery of services. Assess and resolve problems. When appropriate, inform supervisor and formulate recommendations. (xvii) Attend meetings. (xviii) Supervise support staff or oversee the work of employees, including casuals. Assist employees in their training.</p> <p><b>EDUCATION AND EXPERIENCE:</b> -- DEC III</p>	MPEX Grade 03 (Grade)
MPEX-HRM1D - Human Resources Generalist - Professional 1 (Excluded)	MPEX-HRM1D	Admin Human Resources	Human Resources Generalist	<p><b>JOB PROFILE SUMMARY:</b> Provide a full range of human resources services in support of the University's mission and culture. Develop and implement human resources policies and programs to maximize faculty/department/unit effectiveness; integrate human resources strategy into policy and planning frameworks; promote organizational effectiveness and cultural change; implement effective recruitment strategies to attract top talent. Ensure competitive compensation, benefits and pension plans to retain top talent. Administer payroll, records, systems and shared services transactions, including regular government reporting and compliance. Develop training, succession planning and talent management programs, and other organizational development workshops, to motivate and develop staff to their full potential. Negotiate collective agreements and other human resources policies. Promote a positive work environment with a diverse workforce composed of academics, various occupational groups, unions and staff associations.</p> <p><b>KEY ROLES:</b> Administer, analyse, supervise, manage or direct human resources activities to respond to McGill's needs, goals and mission and support its priorities and objectives. Act as generalist on a variety of human resources matters such as recruitment, compensation, benefits, payroll, pension, records, labour and employee relations, performance dialogue, and succession planning. Oversee the dissemination and implementation of human resources policies and procedures to ensure compliance.</p> <p><b>TYPICAL FUNCTIONS:</b> (i) Perform and organize activities to support the daily operations of the unit by ensuring that human resources functions are carried out in accordance with established goals and objectives. (ii) Implement administrative procedures or systems that are moderately complex in support of the faculty, department or unit's operations and ensure activities meet or exceed established quality requirements. (iii) Provide information to managers and staff with respect to a variety of human resources policies and procedures. (iv) Monitor compliance with collective agreements, and provide explanations to managers and employees. (v) Administer documentation pertaining to compensation, benefits, records, payroll, pensions and records for various groups including academic, management and support staff. (vi) Review disability claims. Provide information to areas regarding missing documentation or eligibility. (vii) Prepare requests for postings, newspaper ads and web postings. (viii) Administer appropriate standardized tests to candidates and conduct preliminary interviews and refer top candidates to areas. (ix) Administer activities including generating offer letters and appointment forms. (x) Conduct exit interviews. (xi) Maintain database on probationary and trial period dates. Ensure follow-up with supervisors. (xii) Meet with supervisor to review requests for new positions and meet with supervisor and incumbent to review requests for rematch. (xiii) Process documents related to the annual salary policies. (xiv) Calculate vacation payouts, overtime, and other miscellaneous payments, and submit requests to Human Resources. (xv) Gather files for grievances, arbitrations or disciplinary administrative cases. (xvi) Regularly confer with unit officials in order to plan ahead and administer support needs. Assess and resolve administrative problems. When appropriate, inform supervisor and formulate recommendations. (xvii) Participate in the maintenance of office systems or propose new equipment. (xviii) May administer budgets, compile statistics and produce reports. (xix) Establish and foster effective working relationships by identifying needs and providing support in the delivery of services. Assess and resolve problems. When appropriate, inform supervisor and formulate recommendations. (xx) Attend meetings. (xxi) Supervise support staff or oversee the work of employees, including casuals. Assist employees in their training.</p>	MPEX Grade 03 (Grade)

MPEX-HRM1G - Academic Affairs - Professional 1 (Excluded)	MPEX-HRM1G	Admin Human Resources	Academic Affairs	<p><b>JOB PROFILE SUMMARY:</b></p> <p>Provide a full range of human resources services in support of the University's mission and culture. Develop and implement human resources policies and programs to maximize faculty/department/unit effectiveness; integrate human resources strategy into policy and planning frameworks; promote organizational effectiveness and cultural change; implement effective recruitment strategies to attract top talent. Ensure competitive compensation, benefits and pension plans to retain top talent. Administer payroll, records, systems and shared services transactions, including regular government reporting and compliance. Develop training, succession planning and talent management programs, and other organizational development workshops, to motivate and develop staff to their full potential. Negotiate collective agreements and other human resources policies. Promote a positive work environment with a diverse workforce composed of academics, various occupational groups, unions and staff associations. Provide a range of activities related to academic affairs activities in support of the life cycle of academic staff from recruitment to retirement, in conjunction with its research and teaching mission. Oversee life cycle of ranked and unranked faculty members, is a resource for academic administrators, tenure-stream and contract academic staff members. Provide support on academic employment policy, and administers academic personnel files, including but not limited to immigration support and conditions of employment for unionized and non-unionized groups, administrative appointments, research chairs and internal awards, and leaves.</p> <p><b>KEY ROLES:</b></p> <p>Administer, analyse, supervise, manage or direct academic affairs activities to respond to McGill's needs, goals and mission and support its priorities and objectives. Act as generalist on a variety of academic affairs activities by applying the regulations and policies which govern the academic recruitment process, promotion and tenure-track, academic appointments, immigration support, compensation, benefits, performance, leaves, termination, and retirement. Oversee the dissemination and implementation of academic affairs policies and procedures.</p> <p><b>TYPICAL FUNCTIONS:</b></p> <p>(i.) Perform and organize activities to support the daily operations of the unit by ensuring that academic affairs functions are carried out in accordance with established goals and objectives.</p> <p>(ii.) Implement administrative procedures or systems that are moderately complex in support of the faculty, department or unit's operations and ensure activities meet or exceed established quality requirements.</p> <p>(iii.) Provide information and make recommendations according to guidelines, to academic staff, managers, and employees on a variety of academic affairs regulations, policies and procedures including academic recruitment process, appointments, promotion and tenure track, compensation, benefits, leaves, termination and retirement.</p> <p>(iv.) Monitor compliance with collective agreements and policies and provide explanations to academic staff, managers and employees.</p> <p>(v.) Monitor and initiate academic appointments, reappointments, and costing allocations for internal and external salary awards, salaries, and stipends according to policies, procedures and the Regulations .</p> <p>(vi.) Apply the Regulations in processing requests governing the academic recruitment process, academic appointments, promotion, tenure, leaves, and retirements.</p> <p>(vii.) Participate in the administration of the annual academic salary policy exercise and academic performance evaluation exercise. Provide information as requested.</p> <p>(viii.) Administer external and internal salary awards. Obtain letters of guarantee where appropriate for salary and benefits. Review and update salary funding sources on an annual basis to reflect the new salary sources.</p> <p>(ix.) Administer appointments and compensation linked to endowed chairs. Monitor and make necessary fund changes as approved, on a regular basis as funding sources change.</p> <p>(x.) Administer a variety of leaves, including maternity/parental leave, leave of absence, and sabbatical leave applications. Ensure submissions are processed in accordance with the Regulations.</p> <p>(xi.) Initiate letters of offer for appointment and reappointment. Assemble recruitment packages, including medical manpower documents, immigration packages, equity compliance statistics, letters of reference and support.</p> <p>(xii.) Monitor faculty members on temporary work permits before the expiry date of the appointment. Ensure the documentation for the renewal of work permits is completed on time. Escalate difficult immigration issues to Supervisor or to Academic Personnel Office.</p> <p>(xiii.) Initiate, review and process academic appointments for tenure track and Contract Academic Staff with multiple salary sources, joint appointments, salary awards, stipends.</p> <p>(xiv.) Provide administrative support to the Chairs for the departmental tenure review process and the departmental promotion review. Provide information on the criteria for promotion, timelines and on the Regulations related to the tenure consideration process. Ensure dossiers are submitted on time.</p> <p>(xv.) Apply the appropriate process for the processing of termination of Contract Academic Staff, and retirements of both Contract Academic Staff and tenure stream academic staff.</p> <p>(xvi.) Perform calculations related to salaries shared with external funding sources. Ensure salary sources correspond to those previously approved and budgeted, including obtaining the necessary documents from affiliated organizations.</p> <p>(xvii.) Organize the administrative aspects of academic search committees, ensuring compliance with the Faculty and University policies and procedures.</p>	MPEX Grade 03 (Grade)
MPEX-HRM1S - Human Resources Specialist - Para-Professional (Excluded)	MPEX-HRM1S	Admin Human Resources	Total Rewards	<p><b>JOB PROFILE SUMMARY:</b></p> <p>Provide a full range of human resources services in support of the University's mission and culture. Develop and implement human resources policies and programs to maximize faculty/department/unit effectiveness; integrate human resources strategy into policy and planning frameworks; promote organizational effectiveness and cultural change; implement effective recruitment strategies to attract top talent. Ensure competitive compensation, benefits and pension plans to retain top talent. Administer payroll, records, systems and shared services transactions, including regular government reporting and compliance. Develop training, succession planning and talent management programs, and other organizational development workshops, to motivate and develop staff to their full potential. Negotiate collective agreements and other human resources policies. Promote a positive work environment with a diverse workforce composed of academics, various occupational groups, unions and staff associations.</p> <p><b>KEY ROLES:</b></p> <p>Administer, analyze, supervise, manage or direct human resources initiatives to respond to McGill's needs, goals and mission. Provide services to McGill community on issues pertaining to compensation, payroll, benefit and pension plans. Advise on a variety of policies and procedures. Implement and maintain government mandated programs such as pay equity. Oversee a variety of activities related to payroll, records and systems, including regular government reporting and legislation. Responsible for annual salary increases. Participate in salary surveys, benchmarking of positions. Keep current with trends in the job market while applying internal equity.</p> <p><b>TYPICAL FUNCTIONS:</b></p> <p>(i) Administer payroll for the University. Apply knowledge of payroll related legislation, University policies, collective agreements and established procedures.</p> <p>(ii) Ensure employees and other payees are paid in a compliant, accurate and timely manner.</p> <p>(iii) Perform complex calculations and enter payroll data such as voluntary and involuntary deductions, retroactive payments, top-up payments for employees on maternity, parental or adoption leave, payments upon termination, garnishments or special letters from the governments.</p> <p>(iv) Review payroll cycles. Ensure employee pay data is accurate through audit reports. Monitor the pay-run for completion. Produce off-cycle payments or adjustments.</p> <p>(v) May act as a team lead and oversee the day-to-day operations of a unit. Delegate work, provide instructions on how the work should be completed and monitor the results. Ensure that all standards are met and procedures are followed. When appropriate, inform supervisor.</p> <p>(vi) Verify, process and approve transactions related to all employee groups, such as appointment and position forms for tenure track academics and appointment forms resulting in any salary change for administrative and support staff, overtime and miscellaneous requests. Ensure these transactions are compliant with labour standards, collective agreements and internal policies.</p> <p>(vii) Obtain and or correct employee information and data received from the service centre and McGill community.</p> <p>(viii) Follow-up with faculties or units when data is incomplete or non-compliant or when clarification is required.</p> <p>(ix) Review contestations related to employee seniority. Obtain documents, prepare calculations and summarise the information. Inform Labour and Employee Relations of any discrepancies.</p> <p>(x) Calculate severance payments for Academic staff. Validate eligibility, prepare severance letter and issue instructions to payroll.</p> <p>(xi) Prepare and load human resources and payroll data into the pension interface on a bi-weekly basis. Act as a resource person to the service provider by answering questions regarding discrepancies.</p> <p>(xii) Prepare and process payments for non-residents in foreign currency. Monitor and update the year-to-date adjustment form.</p> <p>(xiii) Assist with the preparation of year-end payroll related documents such as T4s, Relevé 1s, etc.</p> <p><b>EDUCATION AND EXPERIENCE:</b></p> <p>– DEC III – Three (3) years' related experience</p>	MPEX Grade 02 (Grade)
MPEX-HRM1X - Human Resources Clerk (Excluded)	MPEX-HRM1X	Admin Human Resources	Human Resources Generalist	<p><b>JOB PROFILE SUMMARY:</b></p> <p>Helps complete confidential administrative activities to support a faculty or unit, such as document sorting or filing, document compilation, data entry, processing of incoming and outgoing mail and ordering of office supplies in support of the organization's various areas of activity. Performs administrative or operational activities, coordinates and performs data entry and record keeping for an area.</p> <p><b>KEY ROLES:</b></p> <p>Greets visitors and student clientele. Provides information concerning university activities and administrative services. Answers the telephone, processes mail, and photocopies, assembles, and files documents. Types various documents.</p> <p><b>TYPICAL FUNCTIONS:</b></p> <p>(i) Coordinates data entry and record keeping for an area. Verifies and codes information, ensuring its accuracy and completeness. Identifies and corrects errors.</p> <p>(ii) Ensures compliance with production schedules and deadlines. Ensures confidentiality of information.</p> <p>(iii) Greets student clientele and visitors. Provides information concerning University activities and administrative services. Produces I.D. cards.</p> <p>(iv) Receives, screens and places telephone calls. Notes and transmits messages.</p> <p>(v) Receives and distributes mail. Gathers and sends mail. Completes procedures specific to courier services.</p> <p>(vi) Files documents according to the filing system in effect. Verifies and completes data on forms, lists and statements of account according to precise instructions.</p> <p>(vii) Prepares orders to replenish office supplies.</p> <p><b>EDUCATION AND EXPERIENCE:</b></p> <p>– DEP (Secretarial/Office Systems) – Two (2) year related experience</p>	MPEX Grade 01A (Grade)

MPEX-HRM2A - Staffing & Talent Acquisition - Professional 2	MPEX-HRM2A	Admin Human Resources	Staffing & Talent Acquisition	<p><b>JOB PROFILE SUMMARY:</b></p> <p>Provide a full range of human resources services in support of the University's mission and culture. Develop and implement human resources policies and programs to maximize faculty/department/unit effectiveness; integrate human resources strategy into policy and planning frameworks; promote organizational effectiveness and cultural change; implement effective recruitment strategies to attract top talent. Ensure competitive compensation, benefits and pension plans to retain top talent. Administer payroll, records, systems and shared services transactions, including regular government reporting and compliance. Develop training, succession planning and talent management programs, and other organizational development workshops, to motivate and develop staff to their full potential. Negotiate collective agreements and other human resources policies. Promote a positive work environment with a diverse workforce composed of academics, various occupational groups, unions and staff associations.</p> <p><b>KEY ROLES:</b> Administer, analyse, supervise, manage or direct human resources initiatives to respond to McGill's needs, goals and mission. Provide services to the community on issues pertaining to recruitment, staffing, placement transition and spousal relocation. Implement and maintain employment equity and diversity programs. Ensure policies and programs promote McGill's image as an employer of choice. Implement recruitment and job posting tools to simplify the interview and selection process. Oversee the development of a candidate testing database and implement an applicant tracking system for recruitment and succession planning. Organize programs related to employee long service, recognition awards and new employee orientation program.</p> <p><b>TYPICAL FUNCTIONS:</b></p> <ul style="list-style-type: none"> <li>(i) Participate in the development and implementation of policies and new initiatives that support the strategic direction of the unit.</li> <li>(ii) Provide professional expertise and advice on the preparation of offer letters, evaluation of needs and on the interpretation of human resources policies and procedures.</li> <li>(iii) Advise employees on the application of staffing and placement transition policies, and other human resources activities.</li> <li>(iv) Conduct interviews and make recommendations to managers on potential candidates.</li> <li>(v) Participate in the updating of staffing policies and procedures and their dissemination.</li> <li>(vi) Develop selection standards, employment procedures, interview questions and handbook.</li> <li>(vii) Make recommendations with respect to staffing and job abolition requests.</li> <li>(viii) Conduct exit interviews and investigate reasons for staff turnover.</li> <li>(ix) Oversee programs related to diversity and employment equity.</li> <li>(x) Oversee programs and events related to employee recognition programs including the annual Quarter Century program. Select gift supplier and develop process for gifts and pins.</li> <li>(xi) Develop a new on-line employee orientation program.</li> <li>(xii) Develop a spousal relocation program. Meet with new hires to Canada and Montreal along with their families. Advise on a variety of issues and job opportunities.</li> <li>(xiii) Benchmark best practices at other institutions and universities.</li> <li>(xiv) Implement an applicant tracking system for recruitment.</li> <li>(xv) Participate at meetings, make recommendations and provide solutions.</li> <li>(xvi) Supervise staff and evaluate progress of assignments and results.</li> </ul> <p><b>EDUCATION AND EXPERIENCE:</b></p> <ul style="list-style-type: none"> <li>-- Undergraduate degree</li> <li>-- Three (3) years' experience</li> </ul>	MPEX Grade 04 (Grade)
MPEX-HRM2B - Total Rewards - Professional 2	MPEX-HRM2B	Admin Human Resources	Total Rewards	<p><b>JOB PROFILE SUMMARY:</b></p> <p>Provide a full range of human resources services in support of the University's mission and culture. Develop and implement human resources policies and programs to maximize faculty/department/unit effectiveness; integrate human resources strategy into policy and planning frameworks; promote organizational effectiveness and cultural change; implement effective recruitment strategies to attract top talent. Ensure competitive compensation, benefits and pension plans to retain top talent. Administer payroll, records, systems and shared services transactions, including regular government reporting and compliance. Develop training, succession planning and talent management programs, and other organizational development workshops, to motivate and develop staff to their full potential. Negotiate collective agreements and other human resources policies. Promote a positive work environment with a diverse workforce composed of academics, various occupational groups, unions and staff associations.</p> <p><b>KEY ROLES:</b> Administer, analyse, supervise, manage or direct human resources initiatives to respond to McGill's needs, goals and mission. Provide services to McGill community on issues pertaining to compensation, payroll, benefit and pension plans. Advise on a variety of policies and procedures. Implement and maintain government mandated programs such as pay equity. Oversee a variety of activities related to payroll, records and systems, including regular government reporting and legislation. Responsible for annual salary increases. Participate in salary surveys, benchmarking of positions. Keep current with trends in the job market while applying internal equity.</p> <p><b>TYPICAL FUNCTIONS:</b></p> <ul style="list-style-type: none"> <li>(i) Participate in the development and implementation of policies and new initiatives that support the strategic direction of the unit.</li> <li>(ii) Provide professional expertise and advice on the application of compensation, benefits, payroll and pension and other systems or records issues.</li> <li>(iii) Implement compensation, benefits, and pension programs in conformity with McGill policies and applicable laws and regulations.</li> <li>(iv) Oversee human resources processes ensuring compliance with government rules and regulations.</li> <li>(v) Advise employees on a variety of leave policies including short-term disability, long-term disability, maternity, parental leaves and unpaid leaves.</li> <li>(vi) Liaise with employees, managers, medical professionals, insurers on a variety of claims and requests; need for additional information and updates on issues.</li> <li>(vii) Create and oversee the delivery of a variety of programs related to health and wellbeing and organize logistics for the lunchtime information sessions and the annual fair held on campus.</li> <li>(viii) Conduct or participate in surveys, analyse results and recommend changes to existing programs.</li> <li>(ix) Analyse and perform job evaluation on requests for match and rematch of positions ensuring internal equity.</li> <li>(x) Develop role profile descriptions and generic job descriptions as required. Apply job evaluation plan and ensure internal equity.</li> <li>(xi) Approve and make recommendation on a variety of compensation requests such as hiring salaries, base salary adjustments, non-base payments and other requests.</li> <li>(xii) Develop and implement annual salary policies for all classification groups.</li> <li>(xiii) Implement a variety of government mandated programs such as Pay Equity.</li> <li>(xiv) Participate in the implementation and administration of programs, monitor the effectiveness of such programs, and recommend changes as appropriate.</li> <li>(xv) Disseminate information and liaise with external agencies/organizations and other universities. Ensure compliance with government legislation and changes.</li> <li>(xvi) Ensure maintenance of proper systems and participate in the review and updating of criteria for policies and procedures.</li> <li>(xvii) Analyse a variety of statistics in field of expertise.</li> <li>(xviii) Participate at meetings, make recommendations and provide solutions.</li> <li>(xix) Supervise staff and evaluate progress of assignments and results.</li> </ul>	MPEX Grade 05 (Grade)

MPEX-HRM2C - Labour & Employee Relations - Professional 2	MPEX-HRM2C	Admin Human Resources	Labour & Employee Relations	<p><b>JOB PROFILE SUMMARY:</b></p> <p>Provide a full range of human resources services in support of the University's mission and culture. Develop and implement human resources policies and programs to maximize faculty/department/unit effectiveness; integrate human resources strategy into policy and planning frameworks; promote organizational effectiveness and cultural change; implement effective recruitment strategies to attract top talent. Ensure competitive compensation, benefits and pension plans to retain top talent. Administer payroll, records, systems and shared services transactions, including regular government reporting and compliance. Develop training, succession planning and talent management programs, and other organizational development workshops, to motivate and develop staff to their full potential. Negotiate collective agreements and other human resources policies. Promote a positive work environment with a diverse workforce composed of academics, various occupational groups, unions and staff associations.</p> <p><b>KEY ROLES:</b></p> <p>Administer, analyse, supervise, manage or direct human resources initiatives to respond to McGill's needs, goals and mission. Provide services to McGill community on issues pertaining to labour and employee relations. Develop and recommend alternatives and new methods of management relations, including producing regular communications to enhance the organizational climate. Represent the university at disputes, grievances and arbitration hearings. Propose and draft agreements for settlements. Negotiate collective agreements. Work closely with legal office and law firms.</p> <p><b>TYPICAL FUNCTIONS:</b></p> <ul style="list-style-type: none"> <li>(i) Participate in the development and implementation of policies and new initiatives that support the strategic direction of the unit.</li> <li>(ii) Provide professional expertise and advice on the application and interpretation of the collective agreements and on human resources policies and procedures.</li> <li>(iii) Make recommendations on cases to proceed to arbitration or labour commission or propose settlement to be negotiated.</li> <li>(iv) Work with HR Advisors and managers for the preparation of disputes, grievances and arbitration cases.</li> <li>(v) Negotiate grievance settlements and draft agreements for signature.</li> <li>(vi) Research, prepare and write documentation for labour contract negotiations; participate in negotiations.</li> <li>(vii) Participate in preparation of wording of collective agreements for signature with union representatives.</li> <li>(viii) Work with Total Compensation on costing scenarios for salary increases for various groups.</li> <li>(ix) Develop and create training workshops for management staff on modifications to the collective agreements.</li> <li>(x) Conduct information sessions for faculty, department, unit on a variety of labour and employee relations issues.</li> <li>(xi) Work with union representatives to develop creative problem-solving initiatives.</li> <li>(xii) Analyse a variety of statistics, collective agreements from other universities and other organizations.</li> <li>(xiii) Participate at meetings, make recommendations and provide solutions.</li> <li>(xiv) Supervise staff and evaluate progress of assignments and results.</li> </ul> <p><b>EDUCATION AND EXPERIENCE:</b></p> <ul style="list-style-type: none"> <li>- Undergraduate degree</li> <li>- Three (3) years' related experience</li> </ul>	MPEX Grade 05 (Grade)
MPEX-HRM2D - Human Resources Generalist - Professional 2	MPEX-HRM2D	Admin Human Resources	Human Resources Generalist	<p><b>JOB PROFILE SUMMARY:</b></p> <p>Provide a full range of human resources services in support of the University's mission and culture. Develop and implement human resources policies and programs to maximize faculty/department/unit effectiveness; integrate human resources strategy into policy and planning frameworks; promote organizational effectiveness and cultural change; implement effective recruitment strategies to attract top talent. Ensure competitive compensation, benefits and pension plans to retain top talent. Administer payroll, records, systems and shared services transactions, including regular government reporting and compliance. Develop training, succession planning and talent management programs, and other organizational development workshops, to motivate and develop staff to their full potential. Negotiate collective agreements and other human resources policies. Promote a positive work environment with a diverse workforce composed of academics, various occupational groups, unions and staff associations.</p> <p><b>KEY ROLES:</b></p> <p>Administer, analyse, supervise, manage or direct human resources activities to respond to McGill's needs, goals, mission and support its priorities and objectives. Act as generalist on a variety of human resources matters such as recruitment, compensation, benefits, payroll, pension, records, labour and employee relations, performance dialogue, and succession planning. Oversee the dissemination and implementation of human resources policies and procedures to ensure compliance.</p> <p><b>TYPICAL FUNCTIONS:</b></p> <ul style="list-style-type: none"> <li>(i) Participate in the development and implementation of human resources policies and new initiatives that support the strategic direction of the unit.</li> <li>(ii) Provide professional expertise and advice on the application of human resources policies and procedures for academic, non-unionized and unionized groups.</li> <li>(iii) Advise and perform activities related to academic human resources including academic affairs.</li> <li>(iv) Provide advice with respect to human resources activities for non-unionized and unionized groups. Provide advice on the application of collective agreements.</li> <li>(v) Handle grievances, disputes, and other matters. Participate at grievance meetings and preparation meetings for arbitration hearings.</li> <li>(vi) Conduct job audits with managers and employees. Prepare requests for match and rematch of positions. Make recommendations on salary adjustments, hiring salaries, and other compensation matters.</li> <li>(vii) Oversee the implementation of salary policies for faculty/department/unit. Prepare submissions and ensure merit allocation is balanced.</li> <li>(viii) Undertake organizational reviews to maximize efficiency. Make recommendations with respect to restructuring, streamlining processes, and job abolitions.</li> <li>(ix) Work with unit managers to assess and identify training needs. Provide coaching to managers and employees on performance dialogue and other human resources matters.</li> <li>(x) Write job postings. Interview candidates and participate in the selection of candidate with direct supervisor.</li> <li>(xi) Develop procedures for interview process. Interview candidates and participate in the selection of candidate with direct supervisor.</li> <li>(xii) Conduct exit interviews and investigate reasons for staff turnover.</li> <li>(xiii) Liaise with internal units and external organizations, including government officials.</li> <li>(xiv) Participate at meetings, make recommendations and provide solutions.</li> <li>(xv) Supervise staff and evaluate progress of assignments and results.</li> </ul> <p><b>EDUCATION AND EXPERIENCE:</b></p> <ul style="list-style-type: none"> <li>- Undergraduate degree</li> <li>- Three (3) years' related experience</li> </ul>	MPEX Grade 05 (Grade)

MPEX-HRM2F - Organizational Development & Talent Management - Professional 2	MPEX-HRM2F	Admin Human Resources	Organizational Development & Talent Management	<p><b>JOB PROFILE SUMMARY:</b> Provide a full range of human resources services in support of the University's mission and culture. Develop and implement human resources policies and programs to maximize faculty/department/unit effectiveness; integrate human resources strategy into policy and planning frameworks; promote organizational effectiveness and cultural change; implement effective recruitment strategies to attract top talent. Ensure competitive compensation, benefits and pension plans to retain top talent. Administer payroll, records, systems and shared services transactions, including regular government reporting and compliance. Develop training, succession planning and talent management programs, and other organizational development workshops, to motivate and develop staff to their full potential. Negotiate collective agreements and other human resources policies. Promote a positive work environment with a diverse workforce composed of academics, various occupational groups, unions and staff associations.</p> <p><b>KEY ROLES:</b> Administer, analyse, supervise, manage or direct human resources initiatives to respond to McGill's needs, goals and mission. Provide consultation services, facilitation and training support to McGill community to enhance institutional, team and employee effectiveness, performance, accountability, job satisfaction, retention, team building, change management and other areas of organizational development. Implement workforce planning guidelines and programs. Develop and facilitate training programs and other organizational development workshops in order to motivate and develop staff to their full potential. Oversee the use of performance dialogue tools, in line with defined competencies. Create succession planning and talent management programs.</p> <p><b>TYPICAL FUNCTIONS:</b> (i) Participate in the development and implementation of policies and new initiatives that support the strategic direction of the unit. (ii) Provide professional expertise and advice to support employees and managers, and to enhance institutional, team and employee effectiveness, performance, accountability, job satisfaction and retention. (iii) Participate in the development of programs and interventions using a standard process improvement methodology with tools and techniques designed to identify process improvement. (iv) Facilitate workshops on process mapping. (v) Oversee group learning by providing structure, tools, methods, techniques, procedures and format, including style of the interaction, group dynamics and climate. (vi) Generate ideas for creating training workshops. (vii) Conduct focus groups or retreats regarding a variety of topics and areas, gather and analyse data, diagnose situation and write reports, and make recommendations. (viii) Write user documentation, reports and assessment reviews. (ix) Create client satisfaction surveys or other surveys to gather data and assess a variety of topics and initiatives. (x) Oversee the use of performance dialogue tools and make recommendations for updates or changes. (xi) Advise on programs content such as LDP, workforce planning, service excellence and others. (xii) Promote the use of behavioural competencies to management employees. (xiii) Participate in the creation of succession planning and talent management programs. (xiv) Research, develop and promote standards and best practices. (xv) Participate at meetings, make recommendations and provide solutions. (xvi) Supervise staff and evaluate progress of assignments and results.</p> <p><b>EDUCATION AND EXPERIENCE:</b> – Undergraduate degree – Three (3) years' related experience</p>	MPEX Grade 05 (Grade)
MPEX-HRM2G - Academic Affairs - Professional 2	MPEX-HRM2G	Admin Human Resources	Academic Affairs	<p><b>JOB PROFILE SUMMARY:</b> Provide a full range of human resources services in support of the University's mission and culture. Develop and implement human resources policies and programs to maximize faculty/department/unit effectiveness; integrate human resources strategy into policy and planning frameworks; promote organizational effectiveness and cultural change; implement effective recruitment strategies to attract top talent. Ensure competitive compensation, benefits and pension plans to retain top talent. Administer payroll, records, systems and shared services transactions, including regular government reporting and compliance. Develop training, succession planning and talent management programs, and other organizational development workshops, to motivate and develop staff to their full potential. Negotiate collective agreements and other human resources policies. Promote a positive work environment with a diverse workforce composed of academics, various occupational groups, unions and staff associations. Provide a range of activities related to academic affairs activities in support of the life cycle of academic staff from recruitment to retirement, in conjunction with its research and teaching mission. Oversee the life cycle of ranked and unranked faculty members, is a resource for academic administrators, and tenure-stream and contract academic staff members. Provide support on academic employment policy, and administer academic personnel files, including but not limited to immigration support and conditions of employment for unionized and non-unionized groups, administrative appointments, research chair and internal awards, and leaves.</p> <p><b>KEY ROLES:</b> Administer, analyse, supervise, manage or direct academic affairs activities to respond to McGill's needs, goals and mission and support its priorities and objectives. Act as generalist on a variety of academic affairs activities by applying the regulations and policies which govern the academic recruitment process, promotion and tenure-track, academic appointments, immigration support, compensation, benefits, performance, leaves, termination, and retirement. Oversee the dissemination and implementation of academic affairs policies and procedures.</p> <p><b>TYPICAL FUNCTIONS:</b> (i.) Participate in the development and implementation of policies and new initiatives that support the strategic direction of the unit. (ii.) Provide professional expertise and advice to academic staff, managers, and employees on the application of academic affairs regulations, policies and procedures for academic, non-unionized and unionized groups. (iii.) Provide professional expertise and advice for processes related to compensation, appointments, conditions of employment and immigration status. Ensure compliance with academic personnel Regulations, policies and government legislation. (iv.) Provide recommendations and solutions on a variety of matters and ensure compliance with University Regulations, policies and procedures, collective agreements related to academic recruitment and appointments. (v.) Responsible for the implementation of activities related to academic recruitment including providing support and advice to the search committees on the application of equity, diversity, and inclusion practices. (vi.) Oversee the promotion and tenure-track processes, ensure documentation is accurate and complete. Provide guidance on the process and explanations on the progression within tenure track including special appointments and nominations. Provides guidance to academic staff on these processes. (vii.) Process requests and provides guidance to academic staff for a variety of leaves such a maternity/paternity leave, leave of absence, reduced load appointments, sabbatical leave applications, termination and retirement. (viii.) Draft and evaluate academic job postings and job descriptions. Discuss position requirements with areas including qualifications and probe for additional information to support the selection procedure. (ix.) Draft and evaluate letters of offer to ensure compliance. (x.) Participate in the annual academic salary policy and performance evaluations and ensure evaluations are submitted on time. Provide advice regarding requests for anomalies, retention issues and appeals. Act as resource person for the unit/department/faculty. Act as liaison with Human Resources and/or Academic Personnel Office. (xi.) Perform internal salary comparisons among faculty members to ensure internal equity and identify anomalies. (xii.) Verify the financial aspects of academic appointments and ensure accuracy of salary distribution for appointments with multiple salary sources. Ensure salary sources are approved and budgeted. Ensure compliance with the purpose of the funds being used and that compensation is an allowable expense on the fund. (xiii.) Analyse requests regarding temporary work permits. May collaborate with Immigration Canada Academic Personnel office for complex or difficult cases. (xiv.) Plan and conduct on-boarding sessions with new academics and provide additional support to non-Canadians. Provide orientation material and training. (xv.) Review and analyse complex problems and recommend alternatives in relation to employment contracts.</p>	MPEX Grade 05 (Grade)



MPEX-HRM3A - Staffing & Talent Acquisition - Senior Professional/Manager	MPEX-HRM3A	Admin Human Resources	Staffing & Talent Acquisition	<p><b>JOB PROFILE SUMMARY:</b></p> <p>Provide a full range of human resources services in support of the University's mission and culture. Develop and implement human resources policies and programs to maximize faculty/department/unit effectiveness; integrate human resources strategy into policy and planning frameworks; promote organizational effectiveness and cultural change; implement effective recruitment strategies to attract top talent. Ensure competitive compensation, benefits and pension plans to retain top talent. Administer payroll, records, systems and shared services transactions, including regular government reporting and compliance. Develop training, succession planning and talent management programs, and other organizational development workshops, to motivate and develop staff to their full potential. Negotiate collective agreements and other human resources policies. Promote a positive work environment with a diverse workforce composed of academics, various occupational groups, unions and staff associations.</p> <p><b>KEY ROLES:</b></p> <p>Administer, analyse, supervise, manage or direct human resources initiatives to respond to McGill's needs, goals and mission. Provide services to the community on issues pertaining to recruitment, staffing, placement transition and spousal relocation. Implement and maintain employment equity and diversity programs. Ensure policies and programs promote McGill's image as an employer of choice. Implement recruitment and job posting tools to simplify the interview and selection process. Oversee the development of a candidate testing database and implement an applicant tracking system for recruitment and succession planning. Organize programs related to employee long service, recognition awards and new employee orientation program.</p> <p><b>TYPICAL FUNCTIONS:</b></p> <ul style="list-style-type: none"> <li>(i) Provide senior professional expertise in the development and implementation of policies, programs and systems that support the strategic direction of the unit.</li> <li>(ii) Oversee the implementation of short-term goals and objectives related to the function.</li> <li>(iii) Provide guidance on recruitment, staffing, placement transition and other human resources issues.</li> <li>(iv) Perform recruitment for senior management positions, including interviewing and making recommendations on top candidates. Refer top candidates to hiring areas. Negotiate salary expectations and working conditions.</li> <li>(v) Approve job postings ensuring that language is appropriate. Ensure that postings boards are utilized appropriately and serve the needs of the human resources network at McGill.</li> <li>(vi) Manage contracts with external companies for use of on-line posting site.</li> <li>(vii) Provide guidance to HR Advisors and managers to evaluate needs and reallocation of resources.</li> <li>(viii) Manage relocation and placement transition files. Analyse and approve requests for job abolition and relocation placements and packages.</li> <li>(ix) Create and develop programs related to on-boarding of new employees, employee engagement.</li> <li>(x) Develop and conduct information sessions on staffing, placement transition and other human resources' issues.</li> <li>(xi) Plan and review strategies to attract and retain staff at McGill.</li> <li>(xii) Ensure that policies and programs promote McGill's image as an employer of choice.</li> <li>(xiii) Research and develop programs regarding diversity and employment equity.</li> <li>(xiv) Develop and oversee the implementation of an applicant tracking system for internal recruitment.</li> <li>(xv) Research and make proposals regarding a succession planning tool for the McGill community.</li> <li>(xvi) Manage recognition programs related to employee long service and recognition. Make recommendations on selection of top candidates for Principal's Award Program.</li> <li>(xvii) Make recommendations on financial and human resources needs.</li> <li>(xviii) Attend senior level meetings and represent the unit at internal and external meetings.</li> <li>(xix) Manage a team of professional and administrative staff.</li> </ul>	MPEX Grade 07 (Grade)
MPEX-HRM3B - Total Rewards - Senior Professional/Manager	MPEX-HRM3B	Admin Human Resources	Total Rewards	<p><b>JOB PROFILE SUMMARY:</b></p> <p>Provide a full range of human resources services in support of the University's mission and culture. Develop and implement human resources policies and programs to maximize faculty/department/unit effectiveness; integrate human resources strategy into policy and planning frameworks; promote organizational effectiveness and cultural change; implement effective recruitment strategies to attract top talent. Ensure competitive compensation, benefits and pension plans to retain top talent. Administer payroll, records, systems and shared services transactions, including regular government reporting and compliance. Develop training, succession planning and talent management programs, and other organizational development workshops, to motivate and develop staff to their full potential. Negotiate collective agreements and other human resources policies. Promote a positive work environment with a diverse workforce composed of academics, various occupational groups, unions and staff associations.</p> <p><b>KEY ROLES:</b></p> <p>Administer, analyse, supervise, manage or direct human resources initiatives to respond to McGill's needs, goals and mission. Provide services to McGill community on issues pertaining to compensation, payroll, benefit and pension plans. Advise on a variety of policies and procedures. Implement and maintain government mandated programs such as pay equity. Oversee a variety of activities related to payroll, records and systems, including regular government reporting and legislation. Responsible for annual salary increases. Participate in salary surveys, benchmarking of positions. Keep current with trends in the job market while applying internal equity.</p> <p><b>TYPICAL FUNCTIONS:</b></p> <ul style="list-style-type: none"> <li>(i) Provide senior professional expertise in the development and implementation of policies, programs and systems that support the strategic direction of the unit.</li> <li>(ii) Oversee the implementation of short-term goals and objectives related to the function.</li> <li>(iii) Provide guidance on compensation, benefits, payroll, pension plans and other human resources issues. Ensure integration of programs with other Human Resources processes.</li> <li>(iv) Manage a variety of files related to work accidents, CSST, illnesses and injuries. Oversee complex cases regarding short-term and long term disability and other cases. Represent the unit at grievance or arbitration cases regarding these issues.</li> <li>(v) Analyse and develop changes in wages or salaries to ensure internal equity and equity with market targets.</li> <li>(vi) Analyse and perform job evaluation on requests for match and rematch of positions ensuring internal equity.</li> <li>(vii) Write role profile descriptions and generic job descriptions; conduct job evaluations using classification plan as required.</li> <li>(viii) Conduct studies related to McGill's organizational structure and job design.</li> <li>(ix) Oversee the annual salary policy for various classification groups.</li> <li>(x) Conduct studies and make recommendations on complex and diverse compensation, benefits, payroll, and pension issues and other human resources issues.</li> <li>(xi) Develop communications on compensation, benefits, payroll, and pension topics and make presentations.</li> <li>(xii) Prepare reports on compensation, benefits, payroll, and pension issues required by senior administration for planning purposes.</li> <li>(xiii) Provide guidance to human resources network and managers.</li> <li>(xiv) Liaise with McGill community, other universities or external organizations on matters relating to employee compensation, pension, benefits or payroll issues.</li> <li>(xv) Conduct or participate in a variety of surveys.</li> <li>(xvi) Make recommendations on financial and human resources needs.</li> <li>(xvii) Attend senior level meetings and represent the unit at internal and external meetings.</li> <li>(xviii) Manage a team of professional and administrative staff.</li> </ul> <p><b>EDUCATION AND EXPERIENCE:</b></p>	MPEX Grade 07 (Grade)

MPEX-HRM3C - Labour & Employee Relations - Senior Professional/Manager	MPEX-HRM3C	Admin Human Resources	Labour & Employee Relations	<p><b>JOB PROFILE SUMMARY:</b></p> <p>Provide a full range of human resources services in support of the University's mission and culture. Develop and implement human resources policies and programs to maximize faculty/department/unit effectiveness; integrate human resources strategy into policy and planning frameworks; promote organizational effectiveness and cultural change; implement effective recruitment strategies to attract top talent. Ensure competitive compensation, benefits and pension plans to retain top talent. Administer payroll, records, systems and shared services transactions, including regular government reporting and compliance. Develop training, succession planning and talent management programs, and other organizational development workshops, to motivate and develop staff to their full potential. Negotiate collective agreements and other human resources policies. Promote a positive work environment with a diverse workforce composed of academics, various occupational groups, unions and staff associations.</p> <p><b>KEY ROLES:</b></p> <p>Administer, analyse, supervise, manage or direct human resources initiatives to respond to McGill's needs, goals and mission. Provide services to McGill community on issues pertaining to labour and employee relations. Develop and recommend alternatives and new methods of management relations, including producing regular communications to enhance the organizational climate. Represent the university at disputes, grievances and arbitration hearings. Propose and draft agreements for settlements. Negotiate collective agreements. Work closely with legal office and law firms.</p> <p><b>TYPICAL FUNCTIONS:</b></p> <p>(i) Provide senior professional expertise in the development and implementation of policies, programs and systems that support the strategic direction of the unit.</p> <p>(ii) Oversee the implementation of short-term goals and objectives related to the function.</p> <p>(iii) Provide guidance on the handling of a variety of labour relations issues including the interpretation and application of the collective agreements and human resources policies and procedures.</p> <p>(iv) Undertake revisions to human resources policies in field of expertise with staff Associations.</p> <p>(v) Make recommendations on cases to proceed to arbitration, labour commission or negotiate settlements. Prepare files for hearings.</p> <p>(vi) Prepare arbitration cases and attend arbitration meetings, negotiate grievance settlements and draft agreements for signatures.</p> <p>(vii) Research, prepare and structure information for use in labour contract negotiations.</p> <p>(viii) Finalize wording of collective agreement and human resources policies with union representatives.</p> <p>(ix) Work with union representatives to develop creative problem solving initiatives.</p> <p>(x) Provide training for management on modifications to the collective agreements.</p> <p>(xi) Conduct information sessions on a variety of labour relations issues and new collective agreements.</p> <p>(xii) Analyse current and potential problems and recommend alternatives.</p> <p>(xiii) Act as spokesperson in labour contract negotiations for certain collective agreements.</p> <p>(xiv) Make recommendations on financial and human resources needs.</p> <p>(xv) Attend senior level meetings and represent the unit at internal and external meetings.</p> <p>(xvi) Manage a team of professional and administrative staff.</p> <p><b>EDUCATION AND EXPERIENCE:</b></p> <p>– Undergraduate degree – Five (5) years' related experience</p>	MPEX Grade 07 (Grade)
MPEX-HRM3D - Human Resources Generalist - Senior Professional/Manager	MPEX-HRM3D	Admin Human Resources	Human Resources Generalist	<p><b>JOB PROFILE SUMMARY:</b></p> <p>Provide a full range of human resources services in support of the University's mission and culture. Develop and implement human resources policies and programs to maximize faculty/department/unit effectiveness; integrate human resources strategy into policy and planning frameworks; promote organizational effectiveness and cultural change; implement effective recruitment strategies to attract top talent. Ensure competitive compensation, benefits and pension plans to retain top talent. Administer payroll, records, systems and shared services transactions, including regular government reporting and compliance. Develop training, succession planning and talent management programs, and other organizational development workshops, to motivate and develop staff to their full potential. Negotiate collective agreements and other human resources policies. Promote a positive work environment with a diverse workforce composed of academics, various occupational groups, unions and staff associations.</p> <p><b>KEY ROLES:</b></p> <p>Administer, analyse, supervise, manage or direct human resources activities to respond to McGill's needs, goals and mission and support its priorities and objectives. Act as generalist on a variety of human resources matters such as recruitment, compensation, benefits, payroll, pension, records, labour and employee relations, performance dialogue, and succession planning. Oversee the dissemination and implementation of human resources policies and procedures to ensure compliance.</p> <p><b>TYPICAL FUNCTIONS:</b></p> <p>(i) Provide senior professional expertise in the development and implementation of policies, programs and systems that support the strategic direction of the unit.</p> <p>(ii) Oversee the implementation of short-term goals and objectives related to the function.</p> <p>(iii) Provide guidance regarding human resources services for academic, non-unionized and unionized groups.</p> <p>(iv) Manage the human resources of the faculty or department.</p> <p>(v) Manage academic human resources including academic affairs. Work closely with Academic Personnel Office. Responsible for promotion and tenure files for academics and librarians, academic recruitment, compensation and benefits issues.</p> <p>(vi) Provide guidance with respect to human resources activities for non-unionized and unionized groups. Interpret collective agreements and resolve matters.</p> <p>(vii) Resolve grievances, disputes, and other matters. Represent the faculty at grievance meetings and preparation meetings for arbitration hearings with lawyers and Labour Relations. Deal with disciplinary or administrative dismissal cases and take appropriate measures.</p> <p>(viii) Develop compensation strategies for the faculty.</p> <p>(ix) Develop and implement process regarding annual salary policies for academic and management staff. Form committees with Dean and senior administration to create criteria to evaluate performance.</p> <p>(x) Manage recruitment activities. Interview candidates for professional and senior level management positions. Make recommendation of top candidates to direct supervisor and hiring unit.</p> <p>(xi) Perform faculty organizational reviews and studies. Determine scope of reorganization and implement change management processes and training programs for faculty and staff.</p> <p>(xii) Recommend abolition of positions, and oversee suitable placement for employees.</p> <p>(xiii) Oversee the performance dialogue tool used for employees within the faculty/department/unit. Provide guidance and support to management on how to set objectives and goals. Ensure consistent application for performance standards.</p> <p>(xiv) Develop and implement faculty-wide programs related to on-boarding and engagement of new employees.</p> <p>(xv) Analyse complex staffing and compensation cases and make recommendations; provide solutions and guidance to senior administration and managers.</p> <p>(xvi) Manage relationships between faculties/departments/units, and with external organizations.</p> <p>(xvii) Make recommendations on financial and human resources needs.</p> <p>(xviii) Attend senior level meetings and represent the unit at internal and external meetings.</p> <p>(xix) Manage a team of professional and administrative staff.</p> <p><b>EDUCATION AND EXPERIENCE:</b></p>	MPEX Grade 07 (Grade)

MPEX-HRM3F - Organizational Development & Talent Management - Senior Professional/Manager	MPEX-HRM3F	Admin Human Resources	Organizational Development & Talent Management	<p><b>JOB PROFILE SUMMARY:</b> Provide a full range of human resources services in support of the University's mission and culture. Develop and implement human resources policies and programs to maximize faculty/department/unit effectiveness; integrate human resources strategy into policy and planning frameworks; promote organizational effectiveness and cultural change; implement effective recruitment strategies to attract top talent. Ensure competitive compensation, benefits and pension plans to retain top talent. Administer payroll, records, systems and shared services transactions, including regular government reporting and compliance. Develop training, succession planning and talent management programs, and other organizational development workshops, to motivate and develop staff to their full potential. Negotiate collective agreements and other human resources policies. Promote a positive work environment with a diverse workforce composed of academics, various occupational groups, unions and staff associations.</p> <p><b>KEY ROLES:</b> Administer, analyse, supervise, manage or direct human resources initiatives to respond to McGill's needs, goals and mission. Provide consultation services, facilitation and training support to McGill community to enhance institutional, team and employee effectiveness, performance, accountability, job satisfaction, retention, team building, change management and other areas of organizational development. Implement workforce planning guidelines and programs. Develop and facilitate training programs and other organizational development workshops in order to motivate and develop staff to their full potential. Oversee the use of performance dialogue tools, in line with defined competencies. Create succession planning and talent management programs.</p> <p><b>TYPICAL FUNCTIONS:</b> (i) Provide senior professional expertise in the development and implementation of policies, programs and systems that support the strategic direction of the unit. (ii) Oversee the implementation of short-term goals and objectives related to the function. (iii) Provide consultation services, facilitation and training support to McGill community to enhance institutional, team and employee effectiveness, performance, accountability, job satisfaction, retention, team building, change management initiatives, workforce planning and other areas of organizational development. (iv) Consult with management and other groups, to identify the needs of staff relevant to changing realities. (v) Develop and implement training and development programs for administrative and support staff, unionized and non-unionized groups. (vi) Manage the leadership development program. Ensure continuous development of program and marketing strategies are publicized. (vii) Negotiate partnership contracts and ensure client contracts are signed and renewed as required. (viii) Oversee regulatory reporting and development of training process. (ix) Develop specialized training programs, write material and provide the training. (x) Conducts studies and research trends in professional development to ensure accuracy and relevance to McGill objectives. (xi) Work with experts to design instructionally engaging courses and other learning interventions and tools. (xii) Facilitate focus groups or training sessions, such as performance dialogue or competency development, workforce planning or other ad hoc requests. (xiii) Create succession planning and talent management programs. (xiv) Develop and manage the use of performance dialogue tools and competencies program. (xv) Make recommendations on financial and human resources needs. (xvi) Attend senior level meetings and represent the unit at internal and external meetings. (xvii) Manage a team of professional and administrative staff.</p>	MPEX Grade 07 (Grade)
MPEX-HRM3G - Academic Affairs - Senior Professional/Manager	MPEX-HRM3G	Admin Human Resources	Academic Affairs	<p><b>JOB PROFILE SUMMARY:</b> Provide a full range of human resources services in support of the University's mission and culture. Develop and implement human resources policies and programs to maximize faculty/department/unit effectiveness; integrate human resources strategy into policy and planning frameworks; promote organizational effectiveness and cultural change; implement effective recruitment strategies to attract top talent. Ensure competitive compensation, benefits and pension plans to retain top talent. Administer payroll, records, systems and shared services transactions, including regular government reporting and compliance. Develop training, succession planning and talent management programs, and other organizational development workshops, to motivate and develop staff to their full potential. Negotiate collective agreements and other human resources policies. Promote a positive work environment with a diverse workforce composed of academics, various occupational groups, unions and staff associations. Provide a range of activities related to academic affairs activities in support of the life cycle of academic staff from recruitment to retirement, in conjunction with its research and teaching mission. Oversees life cycle of ranked and unranked faculty members, is a resource for academic administrators, and tenure-stream and contract academic staff members. Provides support on academic employment policy, and administers academic personnel files, including but not limited to immigration support and conditions of employment for unionized and non-unionized groups, administrative appointments, research chairs and internal awards, and leaves.</p> <p><b>KEY ROLES:</b> Administer, analyse, supervise, manage or direct academic affairs activities to respond to McGill's needs, goals and mission and support its priorities and objectives. Act as generalist on a variety of academic affairs activities by applying the regulations and policies which govern the academic recruitment process, promotion and tenure-track, academic appointments, immigration support, compensation, benefits, performance, leaves, termination, and retirement. Oversee the dissemination and implementation of academic affairs policies and procedures and ensure compliance.</p> <p><b>TYPICAL FUNCTIONS:</b> (i.) Provide senior professional expertise in the development and implementation of solutions and strategies to advance through policies, programs and systems that support the strategic direction of academic affairs and encourage best practices. (ii.) Manage the operations related to the implementation of short-term goals and objectives related to academic affairs portfolio for the University for a unit or for a faculty. (iii.) Lead a range of business processes related to attraction and retention, orientation and integration, leadership development of academic staff. (iv.) Manage or support a unit or faculty on the application of complex issues related to tenure-stream academic staff recruitment and reappointment, administrative and endowed chair appointments, leaves of absence, sabbatical leaves, maternity and parental leaves, disability leaves, and retirements. (v.) Provide guidance on a range of support services related to new academic staff and their families including relocation, immigration, tax holiday, orientation and spousal placement and assisting with their integration to McGill and Montreal and living in Canada. (vi.) Provide guidance regarding conditions of employment for ranked and unranked academic staff. (vii.) Work with academic units regarding academic recruitment process and on-boarding of new hires. Create, develop and implement training programs and oversee orientation program for new academic staff. Assist faculties with training and on-boarding activities. (viii.) Create, design and offer orientation and training sessions for academic administrators, chairs, directors or academic units and Deans. (ix.) Ensure compliance with collective agreements and the Regulations. (x.) Responsible for complex files related to academic recruitment, appointment, promotion and tenure, compensation, benefits, leaves, termination and retirement files. (xi.) In conjunction with Human Resources, manage the annual academic salary policy and performance evaluations for the faculty. Develop and implement process regarding annual salary policy for academic staff. Formulate committees with Dean and senior administration to create criteria to evaluate performance consistently. (xii.) Ensure consistent application for performance standards. (xiii.) Provide guidance to staff and employees with respect to academic affairs activities various non-unionized and unionized groups. Interpret collective agreements and resolve matters. (xiv.) Resolve grievances, disputes, and other matters. Represent the faculty at grievance meetings and preparation meetings for arbitration hearings with lawyers for academic staff. Deal with disciplinary or administrative dismissal cases and take appropriate measures. (xv.) Manage faculty data reporting for a faculty. Develop and implement methods for data collection, analyses and reporting for academic affairs activities from all units and departments.</p>	MPEX Grade 07 (Grade)

MPEX-HRM3S - Human Resources Generalist - Manager	MPEX-HRM3S	Admin Human Resources	Human Resources Generalist	<p><b>JOB PROFILE SUMMARY:</b> Provide a full range of human resources services in support of the University's mission and culture. Develop and implement human resources policies and programs to maximize faculty/department/unit effectiveness; integrate human resources strategy into policy and planning frameworks; promote organizational effectiveness and cultural change; implement effective recruitment strategies to attract top talent. Ensure competitive compensation, benefits and pension plans to retain top talent. Administer payroll, records, systems and shared services transactions, including regular government reporting and compliance. Develop training, succession planning and talent management programs, and other organizational development workshops, to motivate and develop staff to their full potential. Negotiate collective agreements and other human resources policies. Promote a positive work environment with a diverse workforce composed of academics, various occupational groups, unions and staff associations.</p> <p><b>KEY ROLES:</b> Administer, analyse, supervise, manage or direct human resources activities to respond to McGill's needs, goals and mission and support its priorities and objectives. Act as generalist on a variety of human resources matters such as recruitment, compensation, benefits, payroll, pension, records, labour and employee relations, performance dialogue, and succession planning. Oversee the dissemination and implementation of human resources policies and procedures to ensure compliance.</p> <p><b>TYPICAL FUNCTIONS:</b> (i) Define and implement human resources initiatives to respond to the function's strategic direction in collaboration with faculty/unit's senior management. (ii) Establish, develop and implement talent management, staff engagement and succession planning initiatives to respond to the faculty or unit needs. (iii) Align the function's human resources services to academic, non-unionized and unionized groups with market best practices. (iv) Establish service delivery objectives. Plan and develop human resources processes and initiatives to achieve and improve them. (v) Direct and manage a team of human resources generalists and/or specialists and administrative staff. Accountable for the accomplishment of the goals and objectives of the unit. (vi) Ensure implementation of new initiatives that support the strategic direction of the function by keeping abreast of new developments and trends in human resources management. (vii) Oversee implementation of short and medium term plans related to the function. (viii) May act as a member of the Senior Management Committee in the unit or faculty and manage dossiers related to human resources. Ensure compliance with legislative norms and align new initiatives with market trends and best practices. (ix) Develop and implement faculty or unit-wide programs related to onboarding and engagement of new employees. Responsible for promoting a high level of employee morale and motivation. (x) Determine and recommend employee relations practices necessary to establish a positive employer and employee relationship. (xi) Responsible for identifying knowledge gaps and directing the design of training programs for the unit. (xii) Develop recruitment strategies based on needs analysis. Benchmark with the market and implement new practices to ensure that the function's future needs are met. (xiii) Recommend abolition of positions, and oversee suitable placement for employees. (xiv) Provide strategic counsel for complex staffing and compensation cases. Determine the outcome in collaboration with senior administration and managers. (xv) Develop compensation strategies for the faculty/unit. (xvi) Develop and implement process regarding annual salary policies for academic and management staff. Form committees with Dean and senior administration to create criteria to evaluate performance. (xvii) Manage relationships between faculties/departments/units, and with external organizations. (xviii) Participates in establishing action plans related to human resources and budgets for the function. (xix) Participate in senior level meetings and represent the unit at internal and external meetings. (xx) Has a Certified Human Resources Professional (CHRP) designation from a recognised Human Resources Association.</p>	MPEX Grade 08 (Grade)
MPEX-HRM4A - Staffing & Talent Acquisition - Director or equivalent	MPEX-HRM4A	Admin Human Resources	Staffing & Talent Acquisition	<p><b>JOB PROFILE SUMMARY:</b> Provide professional and functional guidance in defining the University's approach to the management of its human resources, from recruitment to retirement, in support of the University's mission and culture. Develop and implement human resources policies and programs to maximize faculty/department/unit effectiveness; integrate human resources strategy into policy and planning frameworks; promote organizational effectiveness and cultural change; implement effective recruitment strategies to attract top talent. Ensure competitive compensation, benefits and pension plans to retain top talent. Administer payroll, records, systems and shared services transactions, including regular government reporting and compliance. Develop training, succession planning and talent management programs, and other organizational development workshops, to motivate and develop staff to their full potential. Negotiate collective agreements and other human resources policies. Promote a positive work environment with a diverse workforce composed of academics, various occupational groups, unions and staff associations.</p> <p><b>KEY ROLES:</b> Administer, analyse, supervise, manage or direct human resources initiatives to respond to McGill's needs, goals and mission. Provide services to the community on issues pertaining to recruitment, staffing, placement transition and spousal relocation. Implement and maintain employment equity and diversity programs. Ensure policies and programs promote McGill's image as an employer of choice. Implement recruitment and job posting tools to simplify the interview and selection process. Oversee the development of a candidate testing database and implement an applicant tracking system for recruitment and succession planning. Organize programs related to employee long service, recognition, awards and new employee orientation program.</p> <p><b>TYPICAL FUNCTIONS:</b> (i) Establish the strategic direction of the unit and oversee implementation of short and long term plans related to the function. (ii) Partner with senior management to define and implement strategic human resources initiatives to respond to McGill's needs, goals and mission. (iii) Provide leadership and direction to McGill community on issues pertaining to recruitment, staffing and placement transition activities, including related budget. (iv) Lead, formulate and oversee the planning and review of strategies to attract and retain staff at McGill. (v) Manage the recruitment for high level management and executive positions. (vi) Ensure that policies and programs promote McGill's image as an employer of choice and ensure that applications are submitted as contenders to the best employers' contests. (vii) Recommend, develop and implement administrative processes, procedures and systems to enhance the effectiveness of the unit's services to the community. (viii) Direct the placement transition file and ensure that employees are properly placed or reassigned according to skill level and needs. (ix) Direct the activities and events related to long service (Quarter Century Club) and a gala reception. Liaise and provide guidance to Principal and Vice- Principals and other guest speakers attending the event. (x) Prepare and file legally required reports with appropriate government agencies. (xi) Lead the development of an applicant tracking system for internal recruitment and succession planning. (xii) Identify the needs and ensure the provision of information technologies and other infrastructure required to support the goals and objectives in field of expertise. (xiii) Establish an organizational plan for the unit, secure budgets and needs for resources. (xiv) Chair or lead committees and represent the University at internal and external meetings. (xv) Direct and manage staff in accomplishing the goals and objectives of the unit.</p> <p><b>EDUCATION AND EXPERIENCE:</b> – Undergraduate degree – Eight (8) years' related experience</p>	MPEX Grade 10 (Grade)

MPEX-HRM4B - Total Rewards - Director or equivalent	MPEX-HRM4B	Admin Human Resources	Total Rewards	<p><b>JOB PROFILE SUMMARY:</b></p> <p>Provide a full range of human resources services in support of the University's mission and culture. Develop and implement human resources policies and programs to maximize faculty/department/unit effectiveness; integrate human resources strategy into policy and planning frameworks; promote organizational effectiveness and cultural change; implement effective recruitment strategies to attract top talent. Ensure competitive compensation, benefits and pension plans to retain top talent. Administer payroll, records, systems and shared services transactions, including regular government reporting and compliance. Develop training, succession planning and talent management programs, and other organizational development workshops, to motivate and develop staff to their full potential. Negotiate collective agreements and other human resources policies. Promote a positive work environment with a diverse workforce composed of academics, various occupational groups, unions and staff associations.</p> <p><b>KEY ROLES:</b></p> <p>Administer, analyse, supervise, manage or direct human resources initiatives to respond to McGill's needs, goals and mission. Provide services to McGill community on issues pertaining to compensation, payroll, benefit and pension plans. Advise on a variety of policies and procedures. Implement and maintain government mandated programs such as pay equity. Oversee a variety of activities related to payroll, records and systems, including regular government reporting and legislation. Responsible for annual salary increases. Participate in salary surveys, benchmarking of positions. Keep current with trends in the job market while applying internal equity.</p> <p><b>TYPICAL FUNCTIONS:</b></p> <p>(i) Establish the strategic direction of the unit and oversee implementation of short and long term plans related to the function.</p> <p>(ii) Partner with senior management to define and implement strategic human resources initiatives to respond to McGill's needs, goals and mission.</p> <p>(iii) Provide leadership and direction to McGill community on issues pertaining to compensation, benefits, payroll, and pension matters.</p> <p>(iv) Formulate and direct compensation, benefits, payroll, and pension processes, and their compliance with government legislation and university regulations.</p> <p>(v) Manage and direct the activities related to the various health and medical plans, and levels of coverage. Act as spokesperson with the plan providers and update the McGill community on changes in rates and coverage.</p> <p>(vi) Initiate studies of, and recommend changes to, existing programs to improve and enhance their effectiveness. Analyse progress and results.</p> <p>(vii) Implement and direct a variety of government mandated programs such as pay equity and employment equity.</p> <p>(viii) Develop and approve a variety of costing scenarios for presentation to labour and employee relations and Provosts' office with respect to change in policies or union negotiations.</p> <p>(ix) Manage the activities related to the job evaluation at McGill including requests for match and rematch of positions, while ensuring internal equity is applied.</p> <p>(x) Implement and direct the annual salary policies for all McGill employees, including academic, executive, management and all unionized groups.</p> <p>(xi) Lead and develop changes to various compensation, benefits, payroll, and pension programs.</p> <p>(xii) Ensure compliance with legal and regulatory requirements.</p> <p>(xiii) Prepare and file legally required reports with appropriate government agencies.</p> <p>(xiv) Recommend, develop and implement administrative processes, procedures and systems to enhance the effectiveness of the unit's services to the community.</p> <p>(xv) Meet with various union representatives, staff associations and academic associations regarding a variety of issues and requests.</p> <p>(xvi) Identify the needs and ensure the provision of information technologies and other infrastructure required to support the goals and objectives in field of expertise.</p> <p>(xvii) Establish an organizational plan for the unit, secure budget needs for resources.</p> <p>(xviii) Chair or lead committees and represent the University at internal and external meetings.</p> <p>(xix) Direct and manage staff in accomplishing the goals and objectives of the unit.</p>	MPEX Grade 10 (Grade)
MPEX-HRM4C - Labour & Employee Relations - Director or equivalent	MPEX-HRM4C	Admin Human Resources	Labour & Employee Relations	<p><b>JOB PROFILE SUMMARY:</b></p> <p>Provide a full range of human resources services in support of the University's mission and culture. Develop and implement human resources policies and programs to maximize faculty/department/unit effectiveness; integrate human resources strategy into policy and planning frameworks; promote organizational effectiveness and cultural change; implement effective recruitment strategies to attract top talent. Ensure competitive compensation, benefits and pension plans to retain top talent. Administer payroll, records, systems and shared services transactions, including regular government reporting and compliance. Develop training, succession planning and talent management programs, and other organizational development workshops, to motivate and develop staff to their full potential. Negotiate collective agreements and other human resources policies. Promote a positive work environment with a diverse workforce composed of academics, various occupational groups, unions and staff associations.</p> <p><b>KEY ROLES:</b></p> <p>Administer, analyse, supervise, manage or direct human resources initiatives to respond to McGill's needs, goals and mission. Provide services to McGill community on issues pertaining to labour and employee relations. Develop and recommend alternatives and new methods of management relations, including producing regular communications to enhance the organizational climate. Represent the university at disputes, grievances and arbitration hearings. Propose and draft agreements for settlements. Negotiate collective agreements. Work closely with legal office and law firms.</p> <p><b>TYPICAL FUNCTIONS:</b></p> <p>(i) Establish the strategic direction of the unit and oversee implementation of short and long term plans related to the function.</p> <p>(ii) Partner with senior management to define and implement strategic human resources initiatives to respond to McGill's needs, goals and mission.</p> <p>(iii) Provide leadership and direction to McGill community on issues pertaining to labour and employee relations.</p> <p>(iv) Act as McGill's spokesperson in labour contract negotiations and discussions with the employee associations.</p> <p>(v) Negotiate settlement of grievances, disputes, terminations, and severances, and write agreements for signature of all parties.</p> <p>(vi) Develop and recommend alternatives and new forms of management relations and ensure communications enhance the organizational climate and work better with the various union groups and associations.</p> <p>(vii) Recommend, develop and implement administrative processes, procedures and systems to enhance the effectiveness of the unit's services to the community.</p> <p>(viii) Work closely with legal office and law firms to prepare cases and file required legal reports with appropriate commissions, and government agencies.</p> <p>(ix) Identify the needs and ensure the provision of information technologies and other infrastructure required to support the goals and objectives in field of expertise.</p> <p>(x) Establish an organizational plan for the unit, secure budget needs for resources.</p> <p>(xi) Chair or lead committees and represent the University at internal and external meetings.</p> <p>(xii) Direct and manage staff in accomplishing the goals and objectives of the unit.</p> <p><b>EDUCATION AND EXPERIENCE:</b></p> <p>-- Undergraduate degree -- Eight (8) years' related experience</p>	MPEX Grade 11 (Grade)

MPEX-HRM4D - Human Resources Generalist - Director or equivalent	MPEX-HRM4D	Admin Human Resources	Human Resources Generalist	<p><b>JOB PROFILE SUMMARY:</b> Provide a full range of human resources services in support of the University's mission and culture. Develop and implement human resources policies and programs to maximize faculty/department/unit effectiveness; integrate human resources strategy into policy and planning frameworks; promote organizational effectiveness and cultural change; implement effective recruitment strategies to attract top talent. Ensure competitive compensation, benefits and pension plans to retain top talent. Administer payroll, records, systems and shared services transactions, including regular government reporting and compliance. Develop training, succession planning and talent management programs, and other organizational development workshops, to motivate and develop staff to their full potential. Negotiate collective agreements and other human resources policies. Promote a positive work environment with a diverse workforce composed of academics, various occupational groups, unions and staff associations.</p> <p><b>KEY ROLES:</b> Administer, analyse, supervise, manage or direct human resources activities to respond to McGill's needs, goals and mission and support its priorities and objectives. Act as generalist on a variety of human resources matters such as recruitment, compensation, benefits, payroll, pension, records, labour and employee relations, performance dialogue, and succession planning. Oversee the dissemination and implementation of human resources policies and procedures to ensure compliance.</p> <p><b>TYPICAL FUNCTIONS:</b> (i) Establish the strategic direction of the unit and oversee implementation of short and long term plans related to the function. (ii) Partner with senior management to define and implement strategic human resources initiatives to respond to McGill's needs, goals and mission. (iii) Provide leadership and direction to McGill community on issues pertaining to the optimal management of Human Resources. (iv) Establish the strategic direction of the unit and oversee the implementation of short and long term plans. (v) Promote consistency of application of various human resources policies within all faculties, departments and units respecting legal requirements. (vi) Oversee execution and implementation of major human resources projects and programs. (vii) Oversee the production of various reports and programs to be presented to senior management, the Board of Directors and Senate. (viii) Provide support and leadership to the human resources network in faculties, departments and units for academic, management and unionized groups. (ix) Recommend, develop and implement administrative processes, procedures and systems to enhance the effectiveness of the unit's services to the community. (x) Promote human resources professional development and promote McGill as top hundred employer in Montreal and Canada. (xi) Act as employee/employer advocate. (xii) Identify the needs and ensure the provision of information technologies and other infrastructure required for the goals and objectives of human resources management. (xiii) Establish and organizational plan for the unit, secure budget needs for resources. (xiv) Represent McGill at conferences and establish contacts with universities regarding human resources issues. (xv) Chair or lead committees and represent the University at internal and external meetings. (xvi) Direct and manage staff in accomplishing the goals and objectives of the unit.</p> <p><b>EDUCATION AND EXPERIENCE:</b> -- Undergraduate degree -- Eight (8) years' related experience</p>	MPEX Grade 11 (Grade)
MPEX-HRM4F - Organizational Development & Talent Management - Director or equivalent	MPEX-HRM4F	Admin Human Resources	Organizational Development & Talent Management	<p><b>JOB PROFILE SUMMARY:</b> Provide a full range of human resources services in support of the University's mission and culture. Develop and implement human resources policies and programs to maximize faculty/department/unit effectiveness; integrate human resources strategy into policy and planning frameworks; promote organizational effectiveness and cultural change; implement effective recruitment strategies to attract top talent. Ensure competitive compensation, benefits and pension plans to retain top talent. Administer payroll, records, systems and shared services transactions, including regular government reporting and compliance. Develop training, succession planning and talent management programs, and other organizational development workshops, to motivate and develop staff to their full potential. Negotiate collective agreements and other human resources policies. Promote a positive work environment with a diverse workforce composed of academics, various occupational groups, unions and staff associations.</p> <p><b>KEY ROLES:</b> Administer, analyse, supervise, manage or direct human resources initiatives to respond to McGill's needs, goals and mission. Provide consultation services, facilitation and training support to McGill community to enhance institutional, team and employee effectiveness, performance, accountability, job satisfaction, retention, team building, change management and other areas of organizational development. Implement workforce planning guidelines and programs. Develop and facilitate training programs and other organizational development workshops in order to motivate and develop staff to their full potential. Oversee the use of performance dialogue tools, in line with defined competencies. Create succession planning and talent management programs.</p> <p><b>TYPICAL FUNCTIONS:</b> (i) Establish the strategic direction of the unit and oversee implementation of short and long term plans related to the function. (ii) Partner with senior management to define and implement strategic human resources initiatives to respond to McGill's needs, goals and mission. (iii) Provide leadership and direction to McGill community on issues pertaining to organizational development to identify and assess units' organizational effectiveness, strengths and challenges. (iv) Lead and manage workforce planning initiatives as legislated by government. (v) Provide professional guidance to management with respect to organizational reviews, evaluation of needs and make recommendations on reallocation of resources. (vi) Partner with key stakeholders to develop strategies, methodologies, tools and metrics to build employees capabilities. (vii) Conduct focus groups and create surveys. (viii) Provide organizational development expertise to address reorganizations. Provide identification, diagnosis, recommendations and implementation tools and follow up. (ix) Provide change management consulting to ensure effective implementation, adoption and transition of employees through the organizational change process. (x) Create and implement performance dialogue, leadership development programs, other workshops and new programs. (xi) Lead and promote the use of performance dialogue tools and the development of an integrated competencies program for the University. (xii) Create succession planning and talent management programs. (xiii) Identify the needs and ensure the provision of information technologies and other infrastructure required to support the goals and objectives in field of expertise. (xiv) Recommend, develop and implement administrative processes, procedures and systems to enhance the effectiveness of the unit's services to the community. (xv) Establish an organizational plan for the unit, secure budget and needs for resources. (xvi) Chair or lead committees and represent the University at internal and external meetings. (xvii) Direct and manage staff in accomplishing the goals and objectives of the unit.</p> <p><b>EDUCATION AND EXPERIENCE:</b> -- Undergraduate degree</p>	MPEX Grade 10 (Grade)

MPEX-HRM4G - Academic Affairs - Director or equivalent	MPEX-HRM4G	Admin Human Resources	Academic Affairs	<p><b>JOB PROFILE SUMMARY:</b></p> <p>Provide a full range of human resources services in support of the University's mission and culture. Develop and implement human resources policies and programs to maximize faculty/department/unit effectiveness; integrate human resources strategy into policy and planning frameworks; promote organizational effectiveness and cultural change; implement effective recruitment strategies to attract top talent. Ensure competitive compensation, benefits and pension plans to retain top talent. Administer payroll, records, systems and shared services transactions, including regular government reporting and compliance. Develop training, succession planning and talent management programs, and other organizational development workshops, to motivate and develop staff to their full potential. Negotiate collective agreements and other human resources policies. Promote a positive work environment with a diverse workforce composed of academics, various occupational groups, unions and staff associations. Provide a range of activities related to academic affairs activities in support of the life cycle of academic staff from recruitment to retirement, in conjunction with its research and teaching mission. Oversees life cycle of ranked and unranked faculty members, is a resource for academic administrators, and tenure-stream and Contract Academic Staff members. Provides support on academic employment policy, and administers academic personnel files, including but not limited to immigration support and conditions of employment for unionized and non-unionized groups, administrative appointments, research chairs and internal awards, and leaves.</p> <p><b>KEY ROLES:</b></p> <p>Administer, analyse, supervise, manage or direct academic affairs activities to respond to McGill's needs, goals and mission and support its priorities and objectives. Act as generalist on a variety of academic affairs activities by applying the regulations and policies which govern the academic recruitment process, promotion and tenure-track, academic appointments, immigration support, compensation, benefits, performance, leaves, termination, and retirement. Oversee the dissemination and implementation of academic affairs policies and procedures and ensure compliance.</p> <p><b>TYPICAL FUNCTIONS:</b></p> <ul style="list-style-type: none"> <li>(i.) Direct and oversee the activities of the Academic Affairs office for a Faculty.</li> <li>(ii.) Provide strategic guidance and support to the Vice-Dean Academic Affairs for new initiatives.</li> <li>(iii.) Provide guidance to staff on policies and procedures related to the faculty lifecycle for academic staff.</li> <li>(iv.) Establish the strategic direction of the academic affairs portfolio and oversee implementation of short and long-term plans related to this function for a faculty.</li> <li>(v.) Partner with senior management to define and implement strategic academic affairs initiatives to respond to McGill's needs, goals and mission.</li> <li>(vi.) Provide leadership and direction to senior administration and to faculty on issues pertaining to academic affairs matters.</li> <li>(vii.) Work closely with heads of unit, senior administration, executives, deans, directors and academics</li> <li>(viii.) Formulate and direct academic affairs matters governing academic recruitment, appointments, promotion and tenure track, compensation, benefits, leaves, termination and retirement files. Make recommendations to Dean on promotion and tenure.</li> <li>(ix.) Direct the annual academic salary policy and performance evaluations for Academic staff, in conjunction with central Human Resources and Academic Personnel Office. Consult with Human Resources and Academic Personnel Office with complex and problematic cases.</li> <li>(x.) Initiate studies related to academic affairs issues, analyze and recommend changes to, existing programs to improve and enhance their effectiveness. Analyse progress and results.</li> <li>(xi.) Negotiate terms of agreements and act as signing authority within area of responsibility.</li> <li>(xii.) Implement and direct a variety of government mandated programs.</li> <li>(xiii.) Develop and approve a variety of costing scenarios for presentation and budget matters.</li> <li>(xiv.) Oversee the academic affairs website, including the development of new content regarding faculty career development: orientation, promotions, and teaching excellence and clinical scholarly activities are updated and current.</li> <li>(xv.) Manage, recommend, and develop processes, procedures and systems to enhance the effectiveness of the unit's services to the faculty.</li> <li>(xvi.) Prepare and file legally required reports.</li> <li>(xvii.) Identify the needs and ensure the provision of information technologies and other infrastructure required to support the goals of Academic Affairs.</li> </ul>	MPEX Grade 09 (Grade)
MPEX-HRMEY - Human Resources Generalist - Para-Professional (MUNACA excluded)	MPEX-HRMEY	Admin Human Resources	Human Resources Generalist	<p><b>JOB PROFILE SUMMARY:</b></p> <p>In support of the University's teaching, learning and research goals and objectives, provide a high level of confidential administrative and technical support to a faculty/department/unit/library/laboratory in accordance with University policies and procedures. This includes the coordination of a variety of activities, including providing support on budget and accounting tasks; assisting with University committees; coordinating human resources tasks; scheduling, maintaining and preserving the University's library collections, records and information; demonstrating techniques and setting-up experiments. Provide information to employees and students concerning University policies and procedures.</p> <p><b>KEY ROLES:</b></p> <p>Ensure that the administrative and technical support of the unit meets or exceeds established quality standards. Coordinate, implement and maintain the administrative processes of the unit in accordance with University policies and procedures. Perform a variety of duties related to the coordination of human resources tasks, related to staffing, benefits administration, compensation, payroll, labour relations and records management. Provide information related to policies and procedures.</p> <p><b>TYPICAL FUNCTIONS:</b></p> <ul style="list-style-type: none"> <li>(i) Coordinate the administrative human resources functions for a faculty/department/unit.</li> <li>(ii) Respond to general questions concerning human resources policies and procedures and the application of collective agreements.</li> <li>(iii) Assist with the preparation of human resources related requests. Gather relevant documentation for supervisor.</li> <li>(iv) Prepare postings, schedule interviews with candidates, administer testing and verify results.</li> <li>(v) Produce offer and rejection letters for signature of supervisor.</li> <li>(vi) Verify and process appointment forms and changes of status.</li> <li>(vii) Follow-up on review forms for the completion of probationary and trial periods, and other documentation.</li> <li>(viii) Monitor the hiring of casual employees, in accordance with the collective agreements. Apply collective agreements.</li> <li>(ix) Monitor attendance and calculate vacation entitlement for employees. Follow-up on benefits forms and leaves of absence.</li> <li>(x) Prepare and process casual payroll and other miscellaneous payments.</li> <li>(xi) Assist in the preparation of reports and files for arbitration cases.</li> <li>(xii) Maintain a grievance database and compile statistical data required for various reports. Contact departments/units for background information pertaining to grievances and disputes.</li> <li>(xiii) Coordinate employee records, forms, documentation, etc.</li> <li>(xiv) Schedule meetings, prepare agenda, take minutes and follow up on action required.</li> <li>(xv) Organize supervisor's agenda according to priorities.</li> <li>(xvi) Coordinate the organization of meetings, training workshops, conferences and seminars.</li> <li>(xvii) Liaise with internal units and external organizations, including government officials.</li> <li>(xviii) Assess and resolve administrative problems. When appropriate, inform supervisor.</li> <li>(xix) Functional supervision of staff.</li> <li>(xx) Perform other related duties as required.</li> </ul> <p><b>EDUCATION AND EXPERIENCE:</b></p>	MPEX Grade 01 (Grade)

MPEX-IST1E - IT Business Application - Professional 1 (Excluded)	MPEX-IST1E	Admin Information Systems & Technology	IT Business Application	<p><b>JOB PROFILE SUMMARY:</b> Provide for the planning, development, implementation and maintenance of information systems policies and programs required to maximize unit effectiveness, respond to the needs of students and staff, and support the University's mission of teaching and research. Provide services related to business application, infrastructure and operations, customer support, information security including instructional development, help desk support for students, staff, faculty and the delivery of Information Technology (IT) training workshops for the University community. Develop and implement information system strategies that support the needs of the University. Integrate information systems strategy and policy with the unit planning process.</p> <p><b>KEY ROLES:</b> Administer, analyse, supervise, manage or direct the planning and implementation of large scale business processes to respond to the University's needs, goals and mission. Define solutions involving the use of computer systems, information flow and architecture. Create specification for systems to meet requirements. Validate requirements, design details of automated system, develop user interface design, plan and execute unit integration and acceptance testing. Develop web based, desktop, or content management systems to support the needs of the university. Support business intelligence and educational technology initiatives and projects.</p> <p><b>TYPICAL FUNCTIONS:</b> (i) Select the most appropriate business application procedure to ensure that services meet or exceed established quality requirements based on information received. (ii) Respond to users regarding a variety of computer issues. (iii) Define, support and execute test cases scenarios. (iv) Assist in the development of basic functionality-scripting and support functional and user-acceptance testing. (v) Provide recommendations on IT computer installations. (vi) Upgrade, monitor, configure and troubleshoot software issues and update changes in IT business processes. (vii) Write, edit and update reports and technical documentation based on IT business requirements. (viii) Execute IT disaster recovery protocols as directed. (ix) Implement IT standards and framework practices including ITIL, TOGAF, Cobbit, etc. (x) Perform duties related to web design; edit and write IT technical content and material for websites. (xi) Research various educational tools and resources. (xii) Participate in the development of online educational technology initiatives, courses and programs. (xiii) Establish and foster effective working relationships by identifying needs and providing support in the delivery of services. Assess and resolve problems. When appropriate, inform supervisor and formulate recommendations. (xiv) Implement administrative procedures or systems that are moderately complex in support of the faculty, department or unit's operations and ensure activities meet or exceed established quality requirements. (xv) Attend meetings. (xvi) Supervise support staff or oversee the work of employees, including casuals. Assist employees in their training.</p> <p><b>EDUCATION AND EXPERIENCE:</b> – DEC III – Three (3) years' related experience</p>	MPEX Grade 03 (Grade)
MPEX-IST1F - IT Infrastructure & Operations - Professional 1 (Excluded)	MPEX-IST1F	Admin Information Systems & Technology	IT Infrastructure & Operations	<p><b>JOB PROFILE SUMMARY:</b> Provide for the planning, development, implementation and maintenance of information systems policies and programs required to maximize unit effectiveness, respond to the needs of students and staff, and support the University's mission of teaching and research. Provide services related to business application, infrastructure and operations, customer support, information security including instructional development, help desk support for students, staff, faculty and the delivery of Information Technology (IT) training workshops for the University community. Develop and implement information system strategies that support the needs of the University. Integrate information systems strategy and policy with the unit planning process.</p> <p><b>KEY ROLES:</b> Administer, analyse, supervise, manage or direct the planning and implementation of IT initiatives to respond to the University's needs, goals and mission. Provide expertise to the University community on IT issues pertaining to infrastructure and applications, including hardware, operating systems and network management, installation, configuration and testing of hardware, middleware and software components. Administer computerized databases, including definition, structure, documentation, long-range requirements, operational guidelines and security protection. Support activities related to production control.</p> <p><b>TYPICAL FUNCTIONS:</b> (i) Apply procedures and troubleshoot to resolve problems according to specifications. (ii) Define, support and execute test cases scenarios. (iii) Assist in the development of basic functionality-scripting and support functional and user-acceptance testing. (iv) Install, upgrade, configure and monitor hardware, middleware, and operating systems. (v) Write, edit and update technical documentation and update changes in IT business processes. (vi) Apply security standards and framework practices (e.g. ITIL, TOGAF, Cobbit, etc.). (vii) Perform system maintenance including backups, patches, upgrades, restore, etc. (viii) Respond to users and on a variety of requests and define functionality. (ix) Support IT Disaster Recovery protocols as per standard operating procedure. (x) Set up, control and monitor computer and telecommunications equipment, according to established procedures, and ensure uninterrupted 24-hour service. (xi) Apply information received and select the most appropriate procedure to ensure that services meet or exceed established quality requirements. (xii) Troubleshoot problems as necessary to ensure operational integrity. (xiii) Recommend enhancements with respect to virus protection, e-mail services, security, etc. (xiv) Code programs, prepare test data, and test and debug programs. (xv) Maintain server and backbone documentation and diagrams, and individual server error logs. (xvi) Provide support services related to the implementation, operation, and maintenance of systems. (xvii) Establish and foster effective working relationships by identifying needs and providing support in the delivery of services. Assess and resolve problems. When appropriate, inform supervisor and formulate recommendations. (xviii) Implement administrative procedures or systems that are moderately complex in support of the faculty, department or unit's operations and ensure activities meet or exceed established quality requirements. (xix) Attend meetings. (xx) Supervise support staff or oversee the work of employees, including casuals. Assist employees in their training.</p>	MPEX Grade 03 (Grade)



MPEX-IST1G - IT Customer Support - Professional 1 (Excluded)	MPEX-IST1G	Admin Information Systems & Technology	IT Customer Support	<p><b>JOB PROFILE SUMMARY:</b> Provide for the planning, development, implementation and maintenance of information systems policies and programs required to maximize unit effectiveness, respond to the needs of students and staff, and support the University's mission of teaching and research. Provide services related to business application, infrastructure and operations, customer support, information security including instructional development, help desk support for students, staff, faculty and the delivery of Information Technology (IT) training workshops for the University community. Develop and implement information system strategies that support the needs of the University. Integrate information systems strategy and policy with the unit planning process.</p> <p><b>KEY ROLES:</b> Administer, analyse, supervise, manage or direct a variety of consultation services, facilitation, instruction, troubleshooting and help desk support to the University community in order to enhance student, employee and faculty effectiveness. Provide consultation regarding hardware, software, network and related systems, installations, configurations. Deliver a variety of training programs and workshops, including knowledge-based and on-line courses. Create user documentation and instructional material. Provide services related to audio visual, multimedia, and new educational technology concepts. Deploy resources on projects related to customer support, training programs, IT documentation and other technologies.</p> <p><b>TYPICAL FUNCTIONS:</b> (i) Administer services to users of the University community, including students, staff and faculty, on a variety of IT requests related to computer needs, training, audio visual equipment, educational technology, installation, configuration for hardware, operating systems, telephony, IT security, framework practices or other questions or issues. (ii) Research problems or new issues, troubleshoot and resolve according to IT procedures and processes. (iii) Provide consultation support and delegate technical team to respond to IT technology maintenance issues such as backups, patches, upgrades, restorations, etc. Provide status reports and summaries. (iv) Perform a variety of IT customer services tasks including job scheduling, inventory updates and processing of invoices and other documents. (v) Execute test case scenarios (functional and integration). Escalate more difficult cases to the next level. (vi) Provide training on less complex software and information systems, web applications for workshops and seminars. Provide back-up assistance to Trainers in the delivery of more advanced training. (vii) Maintain, edit or update user documentation, technical documentation, training material as per established standards and practices. Post on the IT website. Maintain hands-on course materials, such as slides, exercises and handouts. Provide assistance on the set-up of audio visual equipment and oversee the facilities, rooms, and space are adequate. (viii) Work on modules in the design of customized workshops and provide ongoing consultation and assistance to workshop attendees or groups. May assess training needs according to structured templates. (ix) Respond to users regarding a variety of requests for assistance and training. Perform scheduling and registration for IT workshops and seminars and create master schedule. (x) Research a variety of suppliers regarding training materials. Obtain pricing and quotes on purchasing packages or handouts. (xi) Establish and foster effective working relationships by identifying needs and providing support in the delivery of services. Assess and resolve problems. When appropriate, inform supervisor and formulate recommendations. (xii) Implement administrative procedures or systems that are moderately complex in support of the faculty, department or unit's operations and ensure activities meet or exceed established quality requirements. (xiii) Attend meetings. (xiv) Supervise support staff or oversee the work of employees, including casuals. Assist employees in their training.</p> <p><b>EDUCATION AND EXPERIENCE:</b> – DEC III – Three (3) years' related experience</p>	MPEX Grade 03 (Grade)
MPEX-IST2E - IT Business Application - Professional 2	MPEX-IST2E	Admin Information Systems & Technology	IT Business Application	<p><b>JOB PROFILE SUMMARY:</b> Provide for the planning, development, implementation and maintenance of information systems policies and programs required to maximize unit effectiveness, respond to the needs of students and staff, and support the University's mission of teaching and research. Provide services related to business application, infrastructure and operations, customer support, information security including instructional development, help desk support for students, staff, faculty and the delivery of Information Technology (IT) training workshops for the University community. Develop and implement information system strategies that support the needs of the University. Integrate information systems strategy and policy with the unit planning process.</p> <p><b>KEY ROLES:</b> Administer, analyse, supervise, manage or direct the planning and implementation of large scale business processes to respond to the University's needs, goals and mission. Define solutions involving the use of computer systems, information flow and architecture. Create specification for systems to meet requirements. Validate requirements, design details of automated system, develop user interface design, plan and execute unit integration and acceptance testing. Develop web based, desktop, or content management systems to support the needs of the university. Support business intelligence and educational technology initiatives and projects.</p> <p><b>TYPICAL FUNCTIONS:</b> (i) Participate in the development and implementation of policies and new initiatives that support the strategic direction of the unit. (ii) Provide professional expertise and advice on a variety of business applications, business intelligence, educational technology initiatives, web design, programming and other projects. (iii) Define business solution and requirements and design IT application solutions. (iv) Advise on impact on the University's functional and user interface. Support user attestation testability and functional testing. Develop test plan and scenarios. (v) Research and analyse new and emerging technology, define programming standards and perform code review. (vi) Evaluate client expectations and collaborate with other business groups on a variety of issues. (vii) Participate in request for information and call for tenders. (viii) Deliver training for employees and users related to a variety of new systems, databases and new procedures. (ix) Liaise with client, vendors and suppliers. (x) Evaluate new releases, analyse, optimize and audit systems and recommend solutions. (xi) Apply standard operating procedures. (xii) Contribute to project planning and deliverables. Provide project milestones. Participate in the communications plan for the area. (xiii) Conduct complex information systems assignments. (xiv) Work with faculties, departments and units on critical IT issues. (xv) Analyse and evaluate existing or proposed systems. Prepare systems specifications and flow charts. (xvi) Code, test and debug programs. Revise and update documentation. (xvii) Develop web-based and desktop systems to support the needs of the community, including e-commerce systems and systems that complement and expand the functionality of existing systems. (xviii) Design and develop websites and perform analysis related to web applications and projects. (xix) Evaluate, recommend and develop a variety of computer based instructional and teaching support solutions and provide instructors with tools required for the creation of online content and multimedia material for the use of instructional technologies. (xx) Deploy a variety of web based tools and resources. (xxi) Participate in the implementation of policies and new initiatives that support the strategic direction of a faculty/department/unit by keeping abreast of new developments and trends in IT.</p>	MPEX Grade 05 (Grade)

MPEX-IST2F - IT Infrastructure & Operations - Professional 2	MPEX-IST2F	Admin Information Systems & Technology	IT Infrastructure & Operations	<p><b>JOB PROFILE SUMMARY:</b> Provide for the planning, development, implementation and maintenance of information systems policies and programs required to maximize unit effectiveness, respond to the needs of students and staff, and support the University's mission of teaching and research. Provide services related to business application, infrastructure and operations, customer support, information security including instructional development, help desk support for students, staff, faculty and the delivery of Information Technology (IT) training workshops for the University community. Develop and implement information system strategies that support the needs of the University. Integrate information systems strategy and policy with the unit planning process.</p> <p><b>KEY ROLES:</b> Administer, analyse, supervise, manage or direct the planning and implementation of IT initiatives to respond to the University's needs, goals and mission. Provide expertise to the University community on IT issues pertaining to infrastructure and applications, including hardware, operating systems and network management, installation, configuration and testing of hardware, middleware and software components. Administer computerized databases, including definition, structure, documentation, long-range requirements, operational guidelines and security protection. Support activities related to production control.</p> <p><b>TYPICAL FUNCTIONS:</b> (i) Participate in the development and implementation of policies and new initiatives that support the strategic direction of the unit. (ii) Provide professional expertise and advice on a variety of issues related to infrastructure and applications, operating systems, network management, installation, configuration and testing of hardware and software components. (iii) Develop test plan and scenarios and provide project milestones, support UAT and functional testing. (iv) Participate in infrastructure research regarding new technology and best practices. (v) Advise and make recommendations regarding issues and new projects. (vi) Analyse, optimize, and audit systems/desktop applications. (vii) Perform system capacity resources planning. (viii) Establish and maintain network communications services for a designated area or unit. (ix) Conduct complex network communications assignments. (x) Troubleshoot, maintain and upgrade data servers, user devices and communications links to ensure operational integrity. (xi) Ensure that issues surrounding system is properly addressed and that upgrades are performed at regular intervals. (xii) Document network communications knowledge to meet specific requirements. (xiii) Execute IT Disaster Recovery protocols. (xiv) Analyse and evaluate existing or proposed systems. Analyse enhancements in areas such as networking, virus protection, e-mail services, etc. (xv) Advise faculty, departments and units on the selection and purchase of information systems and network technologies. (xvi) Evaluate and implement new technologies to meet current and future needs. (xvii) Liaise with vendors and suppliers on a variety of equipment purchases and other issues. (xviii) Participate in the implementation of policies and new initiatives that support the strategic direction of a faculty/department/unit by keeping abreast of new developments and trends in IT. (xix) Participate at meetings, make recommendations and provide solutions. (xx) Supervise staff and evaluate progress of assignments and results.</p>	MPEX Grade 05 (Grade)
MPEX-IST2G - IT Customer Support - Professional 2	MPEX-IST2G	Admin Information Systems & Technology	IT Customer Support	<p><b>JOB PROFILE SUMMARY:</b> Provide for the planning, development, implementation and maintenance of information systems policies and programs required to maximize unit effectiveness, respond to the needs of students and staff, and support the University's mission of teaching and research. Provide services related to business application, infrastructure and operations, customer support, information security including instructional development, help desk support for students, staff, faculty and the delivery of Information Technology (IT) training workshops for the University community. Develop and implement information system strategies that support the needs of the University. Integrate information systems strategy and policy with the unit planning process.</p> <p><b>KEY ROLES:</b> Administer, analyse, supervise, manage or direct a variety of consultation services, facilitation, instruction, troubleshooting and help desk support to the University community in order to enhance student, employee and faculty effectiveness. Provide consultation regarding hardware, software, network and related systems, installations, configurations. Deliver a variety of training programs and workshops, including knowledge-based and on-line courses. Create user documentation and instructional material. Provide services related to audio visual, multimedia, and new educational technology concepts. Deploy resources on projects related to customer support, training programs, IT documentation and other technologies.</p> <p><b>TYPICAL FUNCTIONS:</b> (i) Participate in the development and implementation of policies and new initiatives that support the strategic direction of the unit. (ii) Provide professional expertise and advice with respect to IT customer support, including instructional development, help desk services, consultations, training and user documentation. (iii) Write and create IT reference material, technical documentation, promotional material, training documentation, handouts and exercise material, and knowledge-based scripts. (iv) Develop more complex training courses and related material. Revise material according to user level and skills. (v) Deliver and facilitate training workshops and seminars for university community. (vi) Consult with faculties, departments and units to develop effective instructional programs and courses based on their needs, and new educational technology concepts and design. Assess customer skill level and needs and provide documentation, communications and training. (vii) Evaluate training programs and establish metrics and standards to be used. (viii) Design and configure IT equipment for layout and design functional and user interface. (ix) Perform activities related to incident management notifications. (x) Participate in workgroups with respect to instructional issues, such as course evaluation protocols, effective classroom design and other issues. (xi) Provide consultation and assistance related to complex IT issues (e.g. hardware, software, network or related systems problems). (xii) Write a variety of IT reference material and other documentation (e.g. newsletters, website, handouts). (xiii) Advise users on a variety of new multimedia and audio visual technology and other IT concepts. (xiv) Receive and address requests for assistance and further training referred by help desk or other front-line staff. (xv) Create client surveys and interpret results. Perform and evaluate training needs assessment and makes recommendations on implementation of new platforms. (xvi) Liaise with a variety of vendors and suppliers. (xvii) Participate in the implementation of policies and new initiatives that support the strategic direction of a faculty/department/unit by keeping abreast of new developments and trends in IT. (xviii) Participate at meetings, make recommendations and provide solutions. (xix) Supervise staff and evaluate progress of assignments and results.</p>	MPEX Grade 04 (Grade)

MPEX-IST1 - IT Security - Professional 2	MPEX-IST1	Admin Information Systems & Technology	IT Security	<p><b>JOB PROFILE SUMMARY:</b> Provide for the planning, development, implementation and maintenance of information systems policies and programs required to maximize unit effectiveness, respond to the needs of students and staff, and support the University's mission of teaching and research. Provide services related to business application, infrastructure and operations, customer support, information security including instructional development, help desk support for students, staff, faculty and the delivery of Information Technology (IT) training workshops for the University community. Develop and implement information system strategies that support the needs of the University. Integrate information systems strategy and policy with the unit planning process.</p> <p><b>KEY ROLES:</b> Administer, analyze, supervise, manage or direct the deployment of the University's information security protection program. Deliver systems and programs to ensure the confidentiality, privacy and integrity of data. Ensure that networks, infrastructure, applications, databases, and testing are constantly monitored and secured. Install firewalls and equipment to ensure that cyber-attacks or attempts to infiltrate data are reduced or controlled.</p> <p><b>TYPICAL FUNCTIONS:</b> (i) Participate in the development and implementation of policies and new initiatives that support the strategic direction of the unit. (ii) Provide professional advice with respect to IT security project planning and timelines. (iii) Research, develop, maintain, monitor and support IT security devices, and alerts. (iv) Participate in the implementation of policies and new initiatives that support the strategic direction of a faculty/department/unit. (v) React to security alerts and perform regular audits including security testing activities. (vi) Respond to IT security breach incidents. (vii) Evaluate security commodities such as full hard disk encryption, secure mobile devices, and participate in defining solutions. (viii) Analyse new release of technology platforms, develop test plan and scenarios. (ix) Implement and promote standard operating procedures and define programming standards. (x) Contribute to project planning and deliverables aligned with other faculties, departments, units. (xi) Write technical material and communications to record IT security changes, transitions and new procedures. (xii) Develop and plan awareness initiatives, education and training on information security and privacy matters. (xiii) Implement IT security access policies and guidelines. (xiv) Analyse requests for information and Calls for Tender. (xv) Liaise with vendors and suppliers for recurring issues. (xvi) Provide advice to others on problem resolution. (xvii) Participate in the implementation of policies and new initiatives that support the strategic direction of a faculty/department/unit by keeping abreast of new developments and trends in IT. (xviii) Participate at meetings, make recommendations and provide solutions. (xix) Supervise staff and evaluate progress of assignments and results.</p> <p><b>EDUCATION AND EXPERIENCE:</b> -- Undergraduate Degree</p>	MPEX Grade 05 (Grade)
MPEX-IST2J - IT Analytics & Planning - Professional 2	MPEX-IST2J	Admin Information Systems & Technology	IT Analytics & Planning	<p><b>JOB PROFILE SUMMARY:</b> Provide for the planning, development, implementation and maintenance of information systems policies and programs required to maximize unit effectiveness, respond to the needs of students and staff, and support the University's mission of teaching and research. Provide services related to business application, infrastructure and operations, customer support, information security including instructional development, help desk support for students, staff, faculty and the delivery of Information Technology (IT) training workshops for the University community. Develop and implement information system strategies that support the needs of the University. Integrate information systems strategy and policy with the unit planning process.</p> <p><b>KEY ROLES:</b> Support the University's strategic planning by monitoring and evaluating trends relevant to post-secondary education, enrolment, research and budget. Using programming skills and statistical knowledge, perform modelling analysis to direct the planning and implementation of solutions that address organization-level issues and questions. Develop data sets to support analysis. Participate in the preparation of reports, analyses, and statistical information.</p> <p><b>TYPICAL FUNCTIONS:</b> (i) Participate in the development and implementation of modelling that support the strategic direction of the unit. (ii) Provide professional expertise to respond to internal analysis requests. Advise sponsors on instrument design. (iii) Collaborate on the development of surveys in support of institutional-level recommendations and decisions. (iv) Plan and monitor survey administration (programming, sampling, fielding). Maximize response. (v) Perform quantitative and qualitative analysis relevant to post-secondary education, enrolment, tuition, research and budget. (vi) Prepare reports and make recommendations to senior professionals. Document methodology and explain results. (vii) Evaluate trends relevant to post-secondary education and research. (viii) Identify and recommend opportunities to streamline data collection and automate. (ix) Participate in a variety of requests for reports, analysis, and statistical information. (x) Participate in the implementation of policies and new initiatives that support the strategic direction of a faculty/department/unit by keeping abreast of new developments and trends.</p> <p><b>Education &amp; Experience:</b> -- Undergraduate Degree -- Three (3) years' related experience</p>	MPEX Grade 05 (Grade)
MPEX-IST2R - Research Software Development - Professional 2	MPEX-IST2R	Admin Information Systems & Technology	IT Research Software Development	<p><b>JOB PROFILE SUMMARY:</b> Provide for the planning, development, implementation and maintenance of information systems policies and programs required to maximize unit effectiveness, respond to the needs of students and staff, and support the University's mission of teaching and research. Provide services related to research application, infrastructure and operations, customer support, information security including instructional development, help desk support for students, staff, faculty and the delivery of Information Technology (IT) training workshops for the University community. Develop and implement information system strategies that support the needs of the University. Integrate information systems strategy and policy with the unit planning process.</p> <p><b>KEY ROLES:</b> Administer, analyze, supervise, manage or direct the development of software and infrastructure solutions in support of the University's mission of teaching and research. Provide expertise and contribute to research solutions involving the use of computer systems, information flow and architecture. Execute unit integration and acceptance testing. Deploy, secure, maintain and ensure continual monitoring of platform services for the scientific community.</p> <p><b>TYPICAL FUNCTIONS:</b> (i) Participate in the development and implementation of policies and new initiatives that support the strategic direction of the unit. (ii) Provide professional expertise and advice to researchers and students on a variety of issues related to infrastructure and research applications, operating systems, network management, installation, configuration and testing of hardware and software components. (iii) Troubleshoot, maintain and upgrade virtual servers, research services and complex information systems to ensure operational integrity. (iv) Implement, deploy, document and distribute research software and large scale middleware platforms. (v) Consult with researchers and their teams to develop effective web-based infrastructure and platforms to support the needs of the local and external research community. Engage with the research community to implement and support special projects. Assess user skill level and needs and provide documentation, communications and training. (vi) Deploy, maintain, monitor and update a variety of web-based tools, platforms, services and software lifecycle mechanisms. (vii) Research and analyse new and emerging technology, define programming standards and code testing and review frameworks. (viii) Develop training and documentation related to a variety of new systems, platforms and procedures. (ix) Evaluate new releases, analyse, optimize and audit systems and recommend solutions. (x) Code, test, debug and deploy software applications/platforms. Participate in team code reviews. Revise and update technical documentation. (xi) Perform activities related to incident management notifications and resolve issues. (xii) Participate in the creation and implementation of policies, initiatives and specifications that support the strategic direction of a faculty/department/unit and meet ethics board requirements. (xiii) Participate at meetings, make recommendations and provide solutions. (xiv) Supervise staff and evaluate progress of assignments and results.</p> <p><b>EDUCATION AND EXPERIENCE:</b> -- Undergraduate Degree -- Three (3) years' related experience</p>	MPEX Grade 04 (Grade)

MPEX-IST3E - IT Business Application - Senior Professional/Manager	MPEX-IST3E	Admin Information Systems & Technology	IT Business Application	<p><b>JOB PROFILE SUMMARY:</b> Provide for the planning, development, implementation and maintenance of information systems policies and programs required to maximize unit effectiveness, respond to the needs of students and staff, and support the University's mission of teaching and research. Provide services related to business application, infrastructure and operations, customer support, information security including instructional development, help desk support for students, staff, faculty and the delivery of Information Technology (IT) training workshops for the University community. Develop and implement information system strategies that support the needs of the University. Integrate information systems strategy and policy with the unit planning process.</p> <p><b>KEY ROLES:</b> Administer, analyse, supervise, manage or direct the planning and implementation of large scale business processes to respond to the University's needs, goals and mission. Define solutions involving the use of computer systems, information flow and architecture. Create specification for systems to meet requirements. Validate requirements, design details of automated system, develop user interface design, plan and execute unit integration and acceptance testing. Develop web based, desktop, or content management systems to support the needs of the university. Support business intelligence and educational technology initiatives and projects.</p> <p><b>TYPICAL FUNCTIONS:</b> (i) Participate in establishing the strategic direction of integrated IT solutions for faculties, departments and units. (ii) Provide senior professional expertise in the examination and definition of objectives for existing, future systems and on-line educational technologies. (iii) Manage the development and implementation of IT business applications, web design, and educational technology initiatives. (iv) Assess and analyse relevant information related and from business processes, functions, and operations in order to evaluate data credibility. (v) Perform enterprise analysis including solution scope, business case, risks, impact, etc. (vi) Plan and evaluate business analysis. (vii) Manage communication among team and across multiple units. (viii) Establish IT solution orientation, design and define strategy. (ix) Analyse and develop logical data models and data definitions in support of corporate and customer information requirements and determine solutions requirements. (x) Audit complex systems solutions, perform data analysis. (xi) Liaise across multiple IT units to resolves issues and find solutions to complex business application issues. (xii) Identify opportunities to improve business performance. (xiii) Contribute to project planning and deliverables aligned with other units and prepare communication plans. (xiv) Validate and approve estimates and provide expertise in the preparation of contracts. (xv) Evaluate requests for information and calls for tender. (xvi) Contribute to and influence policies and procedures concerning IT solution delivery. (xvii) Develop test strategy and define and implement Standard Operating Procedures. Oversee the implementation of IT solutions and define programming standards. (xviii) Design IT disaster recovery strategy and implementation plan. (xix) Analyse management needs regarding information retrieval, data control and expanded use of computers and related equipment. (xx) Plan and schedule investigations, feasibility studies and surveys, including studies concerning the financial impact of proposed and existing computer applications. (xxi) Develop practices and procedures and apply corrective measures to ensure quality reliability and capabilities of information systems, consult and obtain feedback from clients on a regular basis.</p>	MPEX Grade 06 (Grade)
MPEX-IST3F - IT Infrastructure & Operations - Senior Professional/Manager	MPEX-IST3F	Admin Information Systems & Technology	IT Infrastructure & Operations	<p><b>JOB PROFILE SUMMARY:</b> Provide for the planning, development, implementation and maintenance of information systems policies and programs required to maximize unit effectiveness, respond to the needs of students and staff, and support the University's mission of teaching and research. Provide services related to business application, infrastructure and operations, customer support, information security including instructional development, help desk support for students, staff, faculty and the delivery of Information Technology (IT) training workshops for the University community. Develop and implement information system strategies that support the needs of the University. Integrate information systems strategy and policy with the unit planning process.</p> <p><b>KEY ROLES:</b> Administer, analyse, supervise, manage or direct the planning and implementation of IT initiatives to respond to the University's needs, goals and mission. Provide expertise to the University community on IT issues pertaining to infrastructure and applications, including hardware, operating systems and network management, installation, configuration and testing of hardware, middleware and software components. Administer computerized databases, including definition, structure, documentation, long-range requirements, operational guidelines and security protection. Support activities related to production control.</p> <p><b>TYPICAL FUNCTIONS:</b> (i) Participate in establishing the strategic direction of integrated IT solutions for faculties, departments and units. (ii) Provide senior professional expertise in the examination and definition of objectives for existing or future IT infrastructure systems. (iii) Provide guidance to senior administration on network issues affecting faculties, departments and units. (iv) Establish infrastructure orientation and design. (v) Manage large scale projects. (vi) Develop policies and procedures regarding hardware and software applications. (vii) Define and implement the standard operating procedures. (viii) Define the strategy for version control and develop test strategies. (ix) Research and introduce new technology standards. (x) Liaise across multiple IT units to resolve issues to find solutions to complex problems. (xi) Manage communications among the team and across multiple IT units. (xii) Contribute to and influence the enterprise architecture strategy and foster change management initiatives. (xiii) Design IT disaster recovery strategy and implementation plan. (xiv) Provide expertise in the preparation of contracts. Develop and evaluate Requests for Information, Calls for Tender and approve estimates. (xv) Analyse IT management needs and make recommendations regarding network communications and related equipment for use for University operations and processes. (xvi) Collaborate with faculties, departments and units to establish and clarify needs and priorities. (xvii) Plan and schedule investigations, feasibility studies and surveys, including studies concerning the financial impact of proposed and existing network communications applications. (xviii) Develop practices and, procedures and apply corrective measures to ensure reliability and capabilities of network communications. (xix) Make recommendations on financial and human resources needs. (xx) Attend senior level committees and represent the unit at internal and external meetings. (xxi) Manage a team of professional and administrative staff.</p>	MPEX Grade 07 (Grade)

MPEX-IST3G - IT Customer Support - Senior Professional/Manager	MPEX-IST3G	Admin Information Systems & Technology	IT Customer Support	<p><b>JOB PROFILE SUMMARY:</b> Provide for the planning, development, implementation and maintenance of information systems policies and programs required to maximize unit effectiveness, respond to the needs of students and staff, and support the University's mission of teaching and research. Provide services related to business application, infrastructure and operations, customer support, information security including instructional development, help desk support for students, staff, faculty and the delivery of Information Technology (IT) training workshops for the University community. Develop and implement information system strategies that support the needs of the University. Integrate information systems strategy and policy with the unit planning process.</p> <p><b>KEY ROLES:</b> Administer, analyse, supervise, manage or direct a variety of consultation services, facilitation, instruction, troubleshooting and help desk support to the University community in order to enhance student, employee and faculty effectiveness. Provide consultation regarding hardware, software, network and related systems, installations, configurations. Deliver a variety of training programs and workshops, including knowledge-based and on-line courses. Create user documentation and instructional material. Provide services related to audio visual, multimedia, and new educational technology concepts. Deploy resources on projects related to customer support, training programs, IT documentation and other technologies.</p> <p><b>TYPICAL FUNCTIONS:</b> (i) Participate in establishing the strategic direction of customer support and services for faculties, departments and units. (ii) Provide senior professional expertise related to customer support including the creation of web sites by documenting software and systems, training courses, help desk and customer service. (iii) Manage the operations related to user training or educational technology services. (iv) Manage risk associated with application, infrastructure and database development activities by proactively identifying potential impact and take appropriate actions to leverage or mitigate risk opportunities. (v) Negotiate service level agreements for faculties, department and units with Deans, Directors and senior administration. (vi) Deliver and maintain technology roadmaps (application, infrastructure and database) that provide solutions which meet or exceed requirements and IT service levels agreements. (vii) Ensure high availability of core applications and systems (hardware, software) that support internal business functions and external IT capabilities. (viii) Identify solutions for a variety of complex IT issues with faculties/departments/units. (ix) Meet with customers to plan the development of future projects or to improve support processes and services. (x) Identify and recommend new tools and programs, new courses, workshops and seminars for training purposes. (xi) Design senior level training courses, prepare trainers and course material. Oversee the scheduling of courses, trainers and rooms. (xii) Plan, oversee and develop IT services promotional activities, services and training material. (xiii) Responsible for documentation and operations of training material, publications, distribution of printed materials, training manuals, course content and web-based material. (xiv) Continuously look for ways to improve IT technologies efficiency and effectiveness. (xv) Write a variety of documentation, reports, newsletters and bulletins for internal purposes or training related material. Review material written by trainers or other sources. (xvi) Stay abreast on related technologies and ensure solutions meet required technical design and specifications and that development deliverables adhere to best practices and standards. (xvii) Make recommendations on financial and human resources needs. (xviii) Attend senior level committees and represent the unit at internal and external meetings. (xix) Manage a team of professional and administrative staff.</p>	MPEX Grade 07 (Grade)
MPEX-IST3H - IT Process Improvement, Governance & Strategy - Senior Professional/Manager	MPEX-IST3H	Admin Information Systems & Technology	IT Process Improvement, Governance & Strategy	<p><b>JOB PROFILE SUMMARY:</b> Provide for the planning, development, implementation and maintenance of information systems policies and programs required to maximize unit effectiveness, respond to the needs of students and staff, and support the University's mission of teaching and research. Provide services related to business application, infrastructure and operations, customer support, information security including instructional development, help desk support for students, staff, faculty and the delivery of Information Technology (IT) training workshops for the University community. Develop and implement information system strategies that support the needs of the University. Integrate information systems strategy and policy with the unit planning process.</p> <p><b>KEY ROLES:</b> Administer, analyse, supervise, manage or direct a variety of strategic and integrated IT solutions for the University. Oversee processes improvement, governance, strategy and the dissemination and implementation of IT policies and procedures. Perform a variety of complex analysis involving large scale projects. Make recommendations on future concepts, products and new emerging technologies.</p> <p><b>TYPICAL FUNCTIONS:</b> (i) Participate in establishing the strategic direction of activities related to process improvement, governance and strategy. (ii) Provide senior professional expertise in the development and implementation of IT policies, programs and systems that support faculty, department and unit initiatives. (iii) Oversee the implementation of short term goals and objectives related to information systems support and services. (iv) Provide guidance and counsel team members on strategy and tactics in dealing with stakeholders and external consultants. (v) Provide advice to senior administration on IT issues affecting faculties, departments, and units. (vi) Make recommendations, determine and implement IT framework practices and tools. (vii) Define University wide IT security measures and other IT standards. (viii) Promote policies and procedures around IT Services including methodology and best practices. (ix) Perform solution assessment and validation. (x) Contribute to Requests for Information and Calls for Tender. (xi) Prepare IT communication plans for university community and stakeholders. (xii) Make recommendations on financial and human resources needs. (xiii) Attend senior level committees and represent the unit at internal and external meetings. (xiv) Manage a team of professional and administrative staff.</p> <p><b>EDUCATION AND EXPERIENCE:</b> -- Undergraduate degree -- Five (5) years' related experience</p>	MPEX Grade 08 (Grade)
MPEX-IST3I - IT Security - Senior Professional/Manager	MPEX-IST3I	Admin Information Systems & Technology	IT Security	<p><b>JOB PROFILE SUMMARY:</b> Provide for the planning, development, implementation and maintenance of information systems policies and programs required to maximize unit effectiveness, respond to the needs of students and staff, and support the University's mission of teaching and research. Provide services related to business application, infrastructure and operations, customer support, information security including instructional development, help desk support for students, staff, faculty and the delivery of Information Technology (IT) training workshops for the University community. Develop and implement information system strategies that support the needs of the University. Integrate information systems strategy and policy with the unit planning process.</p> <p><b>KEY ROLES:</b> Administer, analyse, supervise, manage or direct the deployment of the University's information security protection program. Deliver systems and programs to ensure the confidentiality, privacy and integrity of data. Ensure that networks, infrastructure, applications, databases, and testing are constantly monitored and secured. Install firewalls and equipment to ensure that cyber-attacks or attempts to infiltrate data are reduced or controlled.</p> <p><b>TYPICAL FUNCTIONS:</b> (i) Provide senior professional expertise in the development and implementation of policies, programs and systems regarding integrated IT security solutions for faculties, departments and units. (ii) Manage timely response to IT security incidents, including data breaches and information security risks. (iii) Assess business needs on complex IT issues (e.g. solution scope, business case, risks, impact, etc.) (iv) Plan, implement and oversee integration of new solutions into existing architecture. (v) Audit and assess risk strategies and controls. (vi) Perform forensic analysis on IT security issues. (vii) Develop test strategy and testing scenarios in anticipation of attempted cyber-attacks. (viii) Use existing data sources to create strategies and improve business performance. (ix) Liaise across multiple units to resolves issues and develop solutions to complex IT issues. (x) Build tools and scripts to assess compliance with best practices. (xi) Provide recommendations on policies related to authentication, authorization and data management. (xii) Develop and manage the deployment of new technology standards. (xiii) Gather, analyse, and normalize relevant information related and from business processes, functions, and operations and design the methodology and corresponding testing scripts and checklists. (xiv) Evaluate and recommend IT security software and hardware. (xv) Manage information security vendor assessments, security attestations, re-certifications, audits, risk assessments security testing. (xvi) Make recommendations on financial and human resources needs. (xvii) Attend senior level meetings and represent the unit at internal and external meetings. (xviii) Manage a team of professional and administrative staff.</p> <p><b>EDUCATION AND EXPERIENCE:</b> -- Undergraduate degree -- Five (5) years' related experience</p>	MPEX Grade 08 (Grade)

MPEX-IST3J - IT Analytics & Planning - Professional 3	MPEX-IST3J	Admin Information Systems & Technology	IT Analytics & Planning	<p><b>JOB PROFILE SUMMARY:</b> Provide for the planning, development, implementation and maintenance of information systems policies and programs required to maximize unit effectiveness, respond to the needs of students and staff, and support the University's mission of teaching and research. Provide services related to business application, infrastructure and operations, customer support, information security including instructional development, help desk support for students, staff, faculty and the delivery of Information Technology (IT) training workshops for the University community. Develop and implement information system strategies that support the needs of the University. Integrate information systems strategy and policy with the unit planning process.</p> <p><b>KEY ROLES:</b> Support the University's strategic planning by monitoring and evaluating trends relevant to post-secondary education, enrolment, research and budget. Using programming skills and statistical knowledge, perform modelling analysis to direct the planning and implementation of solutions that address organization-level issues and questions. Develop data sets to support analysis. Participate in the preparation of reports, analyses, and statistical information.</p> <p><b>TYPICAL FUNCTIONS:</b> (i) Participate in establishing the strategic direction of modelling, recommendations and solutions for institutional decisions and orientations. (ii) Provide senior professional expertise in the delivery and support of data models and visualizations required for University planning in areas such as grants, capital and financial resources, human resources, demographics, enrolment, trend analyses and logistics, in situations involving diverse practices and precedents. (iii) Provide guidance to senior administration on issues affecting annual budget planning process. Develop scenarios and modelling to assess the impacts of policy changes, initiatives and proposals put forth by senior administration and external government agencies. (iv) Develop in-depth analysis of complex issues. Articulate alternatives, synthesize findings and make recommendations to senior administration. (v) Create and maintain documentation on functional and technical specifications for analytics applications. (vi) Attend senior level committees and represent the unit at internal and external meetings. (vi) Manage a team of professional and administrative staff.</p> <p><b>Education &amp; Experience:</b> -- Undergraduate Degree -- Five (5) years' related experience</p>	MPEX Grade 07 (Grade)
MPEX-IST3R - Research Software Development - Senior Professional/Manager	MPEX-IST3R	Admin Information Systems & Technology	IT Research Software Development	<p><b>JOB PROFILE SUMMARY:</b> Provide for the planning, development, implementation and maintenance of information systems policies and programs required to maximize unit effectiveness, respond to the needs of students and staff, and support the University's mission of teaching and research. Provide services related to research application, infrastructure and operations, customer support, information security including instructional development, help desk support for students, staff, faculty and the delivery of Information Technology (IT) training workshops for the University community. Develop and implement information system strategies that support the needs of the University. Integrate information systems strategy and policy with the unit planning process.</p> <p><b>KEY ROLES:</b> Administer, analyze, supervise, manage or direct the planning and implementation of research software and infrastructure solutions to respond to the University's needs, goals and mission. Define solutions involving the use of computer systems, information flow and architecture. Oversee the analysis, processing, acquisition, and curation of scientific data, data analytics, data analysis and tools. Create specification for systems to meet requirements. Validate requirements, design details of automated system, develop user interface design, plan and execute unit integration and acceptance testing. Develop web based, desktop, or content management systems. Seek and participate in opportunities to fund scientific software and platform development and maintenance.</p> <p><b>TYPICAL FUNCTIONS:</b> (i) Establish the strategic direction of the research unit, software platforms and development team and oversee implementation of related short and long term plans. (ii) Lead and direct the strategic planning and approval of software, web design, scientific software applications, infrastructure and platforms, and educational technology tools. (iii) Envision, oversee, plan, develop and build scientific software applications, infrastructures and platforms in accordance with IT and software development best practices and frameworks. (iv) Lead orientation and training on the development of scientific software applications, infrastructure and platform service delivery. (v) Manage and plan systems applications and analyses, programming and support services. (vi) Lead the development of processes, procedures and systems to enhance the effectiveness of services. (vii) Plan investigations, feasibility studies and surveys, including studies concerning the financial impact of scientific applications, infrastructure, and platforms. (viii) Approve and manage budgets for projects and justify requests to senior administration (ix) Establish an organizational plan and secure budget needs for resources. (x) Chair or lead committees and represent the University at internal and external meetings. (xi) Direct and manage team of data managers, senior developers and architects in accomplishing the research goals and objectives of the unit and the external scientific community.</p> <p><b>EDUCATION AND EXPERIENCE:</b> -- Undergraduate Degree -- Five (5) years' related experience</p>	MPEX Grade 08 (Grade)
MPEX-IST3S - Research Software Development - Senior Professional	MPEX-IST3S	Admin Information Systems & Technology	IT Research Software Development	<p><b>JOB PROFILE SUMMARY:</b> Provide for the planning, development, implementation and maintenance of information systems policies and programs required to maximize unit effectiveness, respond to the needs of students and staff, and support the University's mission of teaching and research. Provide services related to research application, infrastructure and operations, customer support, information security including instructional development, help desk support for students, staff, faculty and the delivery of Information Technology (IT) training workshops for the University community. Develop and implement information system strategies that support the needs of the University. Integrate information systems strategy and policy with the unit planning process.</p> <p><b>KEY ROLES:</b> Administer, analyse, manage or direct the planning and implementation of software and infrastructure solutions in support of the University's mission of teaching and research. Provide expertise and define solutions to the research community involving the use of computer systems, information flow and architecture. Mentor and train new and existing software developers. Develop and maintain relationship with internal and external research communities. Plan and execute unit integration and acceptance testing. Support research intelligence and educational technology initiatives and projects.</p> <p><b>TYPICAL FUNCTIONS:</b> (i) Participate in establishing the strategic direction of integrated IT solutions for faculties, departments and units. (ii) Provide senior professional expertise in the examination and definition of objectives for existing or future infrastructure and applications systems. (iii) Troubleshoot, maintain and upgrade virtual servers, research services and complex information systems to ensure operational integrity. (iv) Plan, implement, deploy, document and distribute research software and large scale middleware platforms. (v) Engage with researchers and their teams to build infrastructure and platforms, define, plan and implement special projects to support the needs of the research community as well as external collaborators. (vi) Define and implement complete software lifecycle mechanisms for research originated services. (vii) Research and analyse new and emerging technology, define programming standards and code testing and review frameworks. (viii) Provide training for junior developers and external collaborators related to a variety of new systems, platforms and procedures. (ix) Evaluate new releases, analyse, optimize and audit systems and recommend solutions. (x) Code, test, debug and deploy software applications/platforms. Participate in team code reviews. Revise and update technical documentation. (xi) Perform activities related to incident management notifications and resolve issues. (xii) Create and implement policies, initiatives and specifications that support the strategic direction of a faculty/department/unit and meet ethics board requirements. (xiv) Conduct meetings, make recommendations and provide solutions. (xv) Manage a team of professional and administrative staff.</p> <p><b>EDUCATION AND EXPERIENCE:</b> -- Undergraduate Degree -- Five (5) years' related experience</p>	MPEX Grade 06 (Grade)

MPEX-IST4E - IT Business Application - Director or equivalent	MPEX-IST4E	Admin Information Systems & Technology	IT Business Application	<p><b>JOB PROFILE SUMMARY:</b> Provide for the planning, development, implementation and maintenance of information systems policies and programs required to maximize unit effectiveness, respond to the needs of students and staff, and support the University's mission of teaching and research. Provide services related to business application, infrastructure and operations, customer support, information security including instructional development, help desk support for students, staff, faculty and the delivery of Information Technology (IT) training workshops for the University community. Develop and implement information system strategies that support the needs of the University. Integrate information systems strategy and policy with the unit planning process.</p> <p><b>KEY ROLES:</b> Administer, analyse, supervise, manage or direct the planning and implementation of large scale business processes to respond to the University's needs, goals and mission. Define solutions involving the use of computer systems, information flow and architecture. Create specification for systems to meet requirements. Validate requirements, design details of automated system, develop user interface design, plan and execute unit integration and acceptance testing. Develop web based, desktop, or content management systems to support the needs of the university. Support business intelligence and educational technology initiatives and projects.</p> <p><b>TYPICAL FUNCTIONS:</b> (i) Establish the strategic direction of the unit and oversee implementation of short and long term plans related to the function. (ii) Lead and direct the strategic planning and approval of software, web design, business intelligence and educational technology tools to be supported by the University community. (iii) Develop and build IT business processes with teams or other faculties, departments, units. (iv) Create the vision for IT services including business applications, training programs, research and development, business intelligence and educational technology initiatives and projects. (v) Develop new programs in accordance with IT best practices and framework. (vi) Lead orientation on the development of IT service delivery. (vii) Manage and plan the systems applications and analyses, programming and support services that respond to the University's overall mission. (viii) Lead the development of processes, procedures and systems to enhance the effectiveness of services. (ix) Oversee the planning of investigations, feasibility studies and surveys, including studies concerning the financial impact of proposed and existing computer application systems. (x) Approve budgets for projects and justify requests to senior administration. (xi) Establish an organizational plan and secure budget needs for resources. (xii) Chair or lead committees and represent the University at internal and external meetings. (xiii) Direct and manage staff in accomplishing the goals and objectives of the unit.</p> <p><b>EDUCATION AND EXPERIENCE:</b> -- Undergraduate degree -- Eight (8) years' related experience</p>	MPEX Grade 11 (Grade)
MPEX-IST4F - IT Infrastructure & Operations - Director or equivalent	MPEX-IST4F	Admin Information Systems & Technology	IT Infrastructure & Operations	<p><b>JOB PROFILE SUMMARY:</b> Provide for the planning, development, implementation and maintenance of information systems policies and programs required to maximize unit effectiveness, respond to the needs of students and staff, and support the University's mission of teaching and research. Provide services related to business application, infrastructure and operations, customer support, information security including instructional development, help desk support for students, staff, faculty and the delivery of Information Technology (IT) training workshops for the University community. Develop and implement information system strategies that support the needs of the University. Integrate information systems strategy and policy with the unit planning process.</p> <p><b>KEY ROLES:</b> Administer, analyse, supervise, manage or direct the planning and implementation of IT initiatives to respond to the University's needs, goals and mission. Provide expertise to the University community on IT issues pertaining to infrastructure and applications, including hardware, operating systems and network management, installation, configuration and testing of hardware, middleware and software components. Administer computerized databases, including definition, structure, documentation, long-range requirements, operational guidelines and security protection. Support activities related to production control.</p> <p><b>TYPICAL FUNCTIONS:</b> (i) Establish the strategic direction of the unit and oversee implementation of short and long term plans related to the function. (ii) Lead, direct and approve the strategic selection of tools to support the IT Infrastructure and operations. (iii) Negotiate contracts and approve the hardware, operating systems, network components, installation and tools and technology to be used by the University community. (iv) Conceptualize and create the vision for IT infrastructure and operations, training, research and development and other initiatives. (v) Develop new IT programs in accordance with IT best practices and framework. (vi) Establish infrastructure orientation and design. (vii) Develop, plan and manage systems applications and analyses, programming and support services that respond to the University's overall mission. (viii) Direct the development and implementation of IT processes, procedures and systems to enhance the effectiveness of services to the community. (ix) Oversee investigations, feasibility studies and surveys, including studies concerning the financial impact of existing and proposed computer applications. (x) Approve budgets for projects and justify requests to senior administration. (xi) Establish an organizational plan for the unit and secure budget needs for resources. (xii) Chair or lead committees and represent the University at internal and external meetings. (xiii) Direct and manage staff in accomplishing the goals and objectives of the unit.</p> <p><b>EDUCATION AND EXPERIENCE:</b> -- Undergraduate Degree -- Eight (8) years' related experience</p>	MPEX Grade 11 (Grade)
MPEX-IST4H - IT Process Improvement, Governance & Strategy - Director or equivalent	MPEX-IST4H	Admin Information Systems & Technology	IT Process Improvement, Governance & Strategy	<p><b>JOB PROFILE SUMMARY:</b> Provide for the planning, development, implementation and maintenance of information systems policies and programs required to maximize unit effectiveness, respond to the needs of students and staff, and support the University's mission of teaching and research. Provide services related to business application, infrastructure and operations, customer support, information security including instructional development, help desk support for students, staff, faculty and the delivery of Information Technology (IT) training workshops for the University community. Develop and implement information system strategies that support the needs of the University. Integrate information systems strategy and policy with the unit planning process.</p> <p><b>KEY ROLES:</b> Administer, analyse, supervise, manage or direct a variety of strategic and integrated IT solutions for the University. Oversee processes improvement, governance, strategy and the dissemination and implementation of IT policies and procedures. Perform a variety of complex analysis involving large scale projects. Make recommendations on future concepts, products and new emerging technologies.</p> <p><b>TYPICAL FUNCTIONS:</b> (i) Establish the strategic direction of the unit and oversee implementation of short and long term plans related to IT systems, including business application, infrastructure and customer support used at the University. (ii) Define strategies and policies regarding IT services, business applications, technology, data, and IT roadmap. (iii) Provide leadership and direction to McGill community on IT operations including IT security, administrative and technical processes, forensics, enterprise architecture, audit and governance. (iv) Formulate and oversee the development and administration of the University's IT policies and procedures. (v) Negotiate agreements with the senior administration regarding high level IT issues and projects. (vi) Lead the development and implementation of enterprise architecture, IT infrastructure and systems development. (vii) Design new technology standards. (viii) Align IT Services with industry standards (e.g. ITIL, TOGAF) (ix) Approve IT business processes in accordance with the objectives and goals of the faculty, department and unit. (x) Represent the University on IT issues with internal and external stakeholders. (xi) Approve budgets for projects and justify requests to senior administration. (xii) Establish an organizational plan and secure budget needs for resources. (xiii) Chair or lead committees and represent the University at internal and external meetings. (xiv) Direct and manage staff in accomplishing the goals and objectives of the unit.</p> <p><b>EDUCATION AND EXPERIENCE:</b> -- Undergraduate Degree -- Eight (8) years' related experience</p>	MPEX Grade 10 (Grade)

MPEX-IST4I - IT Security - Director or equivalent	MPEX-IST4I	Admin Information Systems & Technology	IT Security	<p><b>JOB PROFILE SUMMARY:</b> Provide for the planning, development, implementation and maintenance of information systems policies and programs required to maximize unit effectiveness, respond to the needs of students and staff, and support the University's mission of teaching and research. Provide services related to business application, infrastructure and operations, customer support, information security including instructional development, help desk support for students, staff, faculty and the delivery of Information Technology (IT) training workshops for the University community. Develop and implement information system strategies that support the needs of the University. Integrate information systems strategy and policy with the unit planning process.</p> <p><b>KEY ROLES:</b> Administer, analyse, supervise, manage or direct the deployment of the University's information security protection program. Deliver systems and programs to ensure the confidentiality, privacy and integrity of data. Ensure that networks, infrastructure, applications, databases, and testing are constantly monitored and secured. Install firewalls and equipment to ensure that cyber-attacks or attempts to infiltrate data are reduced or controlled.</p> <p><b>TYPICAL FUNCTIONS:</b> (i) Establish the strategic direction of the unit and oversee implementation of short and long term plans related to IT security tools and technology to be used by the University community. (ii) Provide leadership and direction to the McGill community on IT information security operations and attempted threats to the systems. (iii) Conceptualize, develop and create the vision of Information security services, training, research and development. (iv) Oversee the planning, development and implementation of IT security administrative policies, procedures and processes. (v) Approve and make recommendations on the selection of IT security tools and technology to be used by the university community. (vi) Define and builds IT business processes in regards to IT security and safety. (vii) Develop new programs in accordance with IT best practices and framework. (viii) Validate and approve cost estimates. (ix) Define and implement standard operating procedures. (x) Establish the objectives and goals for faculty, department and units. (xi) Oversee the development and implementation of enterprise architecture, IT infrastructure and systems. (xii) Develop and implement metrics to evaluate the quality of IT security infrastructure and systems. (xiii) Approve budgets for projects and justify requests to senior administration. (xiv) Establish an organizational plan and secure budget needs for resources. (xv) Chair or lead committees and represent the University at internal and external meetings. (xvi) Direct and manage staff in accomplishing the goals and objectives of the unit.</p> <p><b>EDUCATION AND EXPERIENCE:</b> -- Undergraduate Degree -- Eight (8) years' related experience</p>	MPEX Grade 11 (Grade)
MPEX-IST4J - IT Analytics & Planning - Professional 4	MPEX-IST4J	Admin Information Systems & Technology	IT Analytics & Planning	<p><b>JOB PROFILE SUMMARY:</b> Provide for the planning, development, implementation and maintenance of information systems policies and programs required to maximize unit effectiveness, respond to the needs of students and staff, and support the University's mission of teaching and research. Provide services related to business application, infrastructure and operations, customer support, information security including instructional development, help desk support for students, staff, faculty and the delivery of Information Technology (IT) training workshops for the University community. Develop and implement information system strategies that support the needs of the University. Integrate information systems strategy and policy with the unit planning process.</p> <p><b>KEY ROLES:</b> Support the University's strategic planning by monitoring and evaluating trends relevant to post-secondary education, enrolment, research and budget. Using programming skills and statistical knowledge, perform modelling analysis to direct the planning and implementation of solutions that address organization-level issues and questions. Develop data sets to support analysis. Participate in the preparation of reports, analyses, and statistical information.</p> <p><b>TYPICAL FUNCTIONS:</b> (i) Lead the strategic direction of the unit and oversee the implementation of short and long-term plans for institutional decisions and orientations. (ii) Advise senior administration and deans on major institutional orientations, based on in-depth understanding of unit, institutional strategies, the University operations and higher education landscape in Quebec and Canada. (iii) Collaborate with senior administration and deans to set and update strategy, policies and targets with respect to high impact insights. Provides modelling in support of institutional policies recommendations. (iv) Direct the data collection and analytics required to support data-informed strategies and decisions by the senior administration. Oversee university KPIs data validation and monitor performance. (v) Oversee revenue and funding projections to support the University's annual budget planning. (vi) Build and sustain trusted relationships with University leadership and units, and external contacts in government and other academic institutions. Represent the University on internal and external committees.</p> <p><b>Education &amp; Experience:</b> -- Undergraduate Degree -- Eight (8) years' related experience</p>	MPEX Grade 09 (Grade)
MPEX-IST4R - Research Software Development - Director or equivalent	MPEX-IST4R	Admin Information Systems & Technology	IT Research Software Development	<p><b>JOB PROFILE SUMMARY:</b> Provide for the planning, development, implementation and maintenance of information systems policies and programs required to maximize unit effectiveness, respond to the needs of students and staff, and support the University's mission of teaching and research. Provide services related to research application, infrastructure and operations, customer support, information security including instructional development, help desk support for students, staff, faculty and the delivery of Information Technology (IT) training workshops for the University community. Develop and implement information system strategies that support the needs of the University. Integrate information systems strategy and policy with the unit planning process.</p> <p><b>KEY ROLES:</b> Supervise, administer, and analyse the planning and implementation of software and infrastructure solutions in support of the University's mission of teaching and research. Provide expertise and define solutions to the research community involving the use of computer systems, information flow and architecture. Administer long-range requirements, operational guidelines and security protection. Support research intelligence and educational technology initiatives and projects.</p> <p><b>TYPICAL FUNCTIONS:</b> (i) Participate in establishing the strategic direction of integrated IT solutions for faculties, departments and units. (ii) Provide senior professional expertise in the examination and definition of objectives for existing or future infrastructure and applications systems. (iii) Lead and set direction for team projects and provide leadership in best practices for team software development. (iv) Plan, supervise, implement, deploy, document and distribute research software and large scale middleware platforms. (v) Engage with researchers and their teams to build infrastructure and platforms, define, plan and implement special projects to support the needs of the research community as well as external collaborators. (vi) Define and implement complete software lifecycle mechanisms for research oriented services. (vii) Research and analyse and decide on incorporation of new and emerging technology, define programming standards and code testing and review frameworks. (viii) Provide team leadership and training to new and existing team members and define best practices and standard operating procedures for software development. (ix) Evaluate new releases, analyse, optimize and audit systems and recommend solutions. (x) Code, test, debug and deploy software applications/platforms. Lead and organize team code reviews. Revise and update technical documentation. (xi) Perform activities related to incident management notifications and resolve issues. (xii) Create and implement policies, initiatives and specifications that support the strategic direction of a faculty/department/unit and meet ethics board requirements. (xiii) Lead meetings, make recommendations and provide solutions. (xiv) Manage a team of professional and administrative staff.</p> <p><b>EDUCATION AND EXPERIENCE:</b> -- Undergraduate Degree -- Eight (8) years' related experience</p>	MPEX Grade 10 (Grade)



MPEX-LOG1A - Facilities Operations & Maintenance - Professional 1 (Excluded)	MPEX-LOG1A	Admin Logistics & Facilities	Facilities Operations & Maintenance	<p><b>JOB PROFILE SUMMARY:</b> Provide the best possible research and learning environment for students, staff and visitors through quality services, reliable and cost effective maintenance, renovations, construction projects and building operations of the University's physical resources. Provide the planning, development, implementation and expertise required to ensure the protection, safety and maintenance of University property and resources. Foster a safe and healthy environment for students, staff and visitors. Maintain and improve the standards for the protection, security and maintenance of University property. Provide quality business operations to support the daily needs of students and staff, such as Buildings and Grounds, Residences, Food Services, Housekeeping, Parking, Mailroom, Printing and Bookstore operations, Athletics and Recreation, etc. Provide a project management approach to large and medium construction or renovation projects, as well as information technology projects.</p> <p><b>KEY ROLES:</b> Administer, analyse, supervise, manage or direct the planning of new construction projects and renovations, as well as the maintenance and cleaning of buildings and grounds, through efficient time management, quality services and cost control. Ensure that facilities, operations and maintenance tasks and projects meet or exceed established quality standards. Ensure that regulations, legislation, policies and procedures concerning buildings and grounds are respected.</p> <p><b>TYPICAL FUNCTIONS:</b> (i) Perform and organize activities to support the daily operations of the unit by ensuring that functions are carried out in accordance with established goals and objectives. (ii) Implement administrative procedures or systems that are moderately complex in support of the faculty, department, or unit's operations and ensure activities meet or exceed established quality requirements. (iii) Respond to client requests and deal with a variety of questions and situations regarding building conditions and projects. (iv) Undertake building inspections, log equipment breakdowns, monitor established performance indicators, and follow-up as appropriate. (v) Assist with the preparation of operating budgets and financial reports. (vi) Approve expenditures within unit's operating guidelines. Purchase and monitor supplies to ensure adequate inventory and reduce waste. (vii) Prepare work schedules and assign work load to maximize use of employees. (viii) Keep up-to-date on issues and offer potential solutions. When appropriate, inform supervisor and formulate recommendations. (ix) Establish and foster effective working relationships with students and staff within faculties and departments, by identifying needs and providing support in the delivery of services. (x) Attend meetings. (xi) Supervise support staff or oversee the work of employees, including casuals. Assist employees in their training.</p> <p><b>EDUCATION AND EXPERIENCE:</b> -- DEC III -- Three (3) years' related experience</p>	MPEX Grade 03 (Grade)
MPEX-LOG1B - Security, Safety & Environment - Professional 1 (Excluded)	MPEX-LOG1B	Admin Logistics & Facilities	Security, Safety & Environment	<p><b>JOB PROFILE SUMMARY:</b> Provide the best possible research and learning environment for students, staff and visitors through quality services, reliable and cost effective maintenance, renovations, construction projects and building operations of the University's physical resources. Provide the planning, development, implementation and expertise required to ensure the protection, safety and maintenance of University property and resources. Foster a safe and healthy environment for students, staff and visitors. Maintain and improve the standards for the protection, security and maintenance of University property. Provide quality business operations to support the daily needs of students and staff, such as Buildings and Grounds, Residences, Food Services, Housekeeping, Parking, Mailroom, Printing and Bookstore operations, Athletics and Recreation, etc. Provide a project management approach to large and medium construction or renovation projects, as well as information technology projects.</p> <p><b>KEY ROLES:</b> Administer, analyse, supervise, manage or direct the delivery of comprehensive programs related to security services, emergency preparedness, fire prevention, environmental health and safety, campus public safety, and hazardous waste management. Enforce policies, procedures, legislation and regulations concerning parking on campus, building access control, lost and found, thefts and incidents, accidents and safety training.</p> <p><b>TYPICAL FUNCTIONS:</b> (i) Perform and organize activities to support the daily operations of the unit by ensuring that functions are carried out in accordance with established goals and objectives. (ii) Implement administrative procedures or systems that are moderately complex in support of the faculty, department, or unit's operations and ensure activities meet or exceed established quality requirements. (iii) Assist with the organization of security, fire protection, safety, environmental and occupational health programs, are administered in conformity with established procedures and guidelines. (iv) Respond to emergency calls; perform inspections of premises and oversee the security of designated areas of buildings. (v) Administer safety inspections of University laboratories and buildings, as per legislation and regulations. When appropriate, inform the supervisor of discrepancies and formulate recommendations. (vi) Assess and resolve problems in the day-to-day operations of the University's central security and key control systems. (vii) Oversee security aspects in regards to construction projects held on University property. Dispose of waste chemicals according to guidelines. (viii) Participate investigations of laboratory accidents, incidents, and issues. (ix) Participate in public awareness activities by promoting the services offered. (x) Support emergency response operations and emergency preparedness program protocol; and respond to incidents in accordance with response procedures and communicated directives. (xi) Participate in the writing of documents or reports related to issues (e.g. security, emergency measures, fire prevention, environmental health and safety, parking, access control, etc.). (xii) Ensure that required licences for the use of hazardous materials are up to date and that staff in the labs are properly trained. (xiii) Purchase security items for labs or unit, and maintain documentation and files. (xiv) Establish and foster effective working relationships by identifying needs and providing support in the delivery of services. (xv) Attend meetings. (xvi) Supervise support staff or oversee the work of employees, including casuals. Assist employees in their training.</p> <p><b>EDUCATION AND EXPERIENCE:</b> -- DEC III -- Three (3) years' related experience</p>	MPEX Grade 03 (Grade)
MPEX-LOG1C - Planning & Design -Professional 1 (Excluded)	MPEX-LOG1C	Admin Logistics & Facilities	Planning & Design	<p><b>JOB PROFILE SUMMARY:</b> Provide the best possible research and learning environment for students, staff and visitors through quality services, reliable and cost effective maintenance, renovations, construction projects and building operations of the University's physical resources. Provide the planning, development, implementation and expertise required to ensure the protection, safety and maintenance of University property and resources. Foster a safe and healthy environment for students, staff and visitors. Maintain and improve the standards for the protection, security and maintenance of University property. Provide quality business operations to support the daily needs of students and staff, such as Buildings and Grounds, Residences, Food Services, Housekeeping, Parking, Mailroom, Printing and Bookstore operations, Athletics and Recreation, etc. Provide a project management approach to large and medium construction or renovation projects, as well as information technology projects.</p> <p><b>KEY ROLES:</b> Administer, analyse, supervise, manage or direct the planning and design of campus properties, buildings and grounds, including infrastructure and landscaping projects. Ensure compliance with policies, programs and systems in the field of construction, renovations, planning and design.</p> <p><b>TYPICAL FUNCTIONS:</b> (i) Perform and organize activities to support the daily operations of the unit by ensuring that functions are carried out in accordance with established goals and objectives. (ii) Implement administrative procedures or systems that are moderately complex in support of the faculty, department, or unit's operations and ensure activities meet or exceed established quality requirements. (iii) Schedule planning and renovation activities. (iv) Prepare work schedules and assign work load to maximize the use of employees. (v) Meet with clients to finalize specifications, note potential problems and inform supervisor. (vi) Outline required purchases and obtain cost estimates for approval by supervisor. (vii) Maintain electronic floor plans and space inventory databases, and submit files to MEO as required. (viii) Undertake and prepare basic statistical analyses of MEO space reports, space norms and ad-hoc planning reports related to capital equipment budgets. (ix) Meet with clients regarding space inventory and modifications. (x) Establish and foster effective working relationships by identifying needs and providing support in the delivery of services. (xi) Assess and resolve problems. When appropriate, inform supervisor and formulate recommendations. (xii) Attend meetings. (xiii) Supervise support staff or oversee the work of employees, including casuals. Assist employees in their training.</p> <p><b>EDUCATION AND EXPERIENCE:</b> -- DEC III -- Three (3) years' related experience</p>	MPEX Grade 02 (Grade)

MPEX-LOG1D - Services Operations - Professional 1 (Excluded)	MPEX-LOG1D	Admin Logistics & Facilities	Services Operations	<p><b>JOB PROFILE SUMMARY:</b> Provide the best possible research and learning environment for students, staff and visitors through quality services, reliable and cost effective maintenance, renovations, construction projects and building operations of the University's physical resources. Provide the planning, development, implementation and expertise required to ensure the protection, safety and maintenance of University property and resources. Foster a safe and healthy environment for students, staff and visitors. Maintain and improve the standards for the protection, security and maintenance of University property. Provide quality business operations to support the daily needs of students and staff, such as Buildings and Grounds, Residences, Food Services, Housekeeping, Parking, Mailroom, Printing and Bookstore operations, Athletics and Recreation, etc. Provide a project management approach to large and medium construction or renovation projects, as well as Information Technology projects.</p> <p><b>KEY ROLES:</b> Administer, analyse, supervise, manage or direct the delivery of service operations of a faculty/department/unit by ensuring that service is performed in accordance with the established goals and objectives. Deliver services related to Buildings and Grounds, Residences, Food Services, Housekeeping, Parking, Mailroom, Printing and Bookstore operations, Athletics and Recreation, and others, while respecting legislation and regulations.</p> <p><b>TYPICAL FUNCTIONS:</b> (i) Perform and organize activities to support the daily operations of the unit by ensuring that functions are carried out in accordance with established goals and objectives. (ii) Implement administrative procedures or systems that are moderately complex in support of the faculty, department, or unit's operations and ensure activities meet or exceed established quality requirements. (iii) Maintain positive relations with students and staff. (iv) Assess and resolve problems. When appropriate, inform supervisor and formulate recommendations. (v) Offer potential solutions to assist in the planning and development of new services or the improvement of services. (vi) Administer a variety of services related to Residences, Food Services, Housekeeping, Parking, Mailroom, Printing, Bookstore and other services. (vii) Maintain inventory and purchase required materials and supplies. (viii) Inspect and ensure proper functioning of a wide variety of equipment. (ix) Operate billing systems and follow payment collection procedures. (x) Maintain knowledge of regulations affecting unit, such as those concerning copyright laws, sales, and taxes. (xi) Establish and foster effective working relationships by identifying needs and providing support in the delivery of services. (xii) Attend meetings. (xiii) Supervise support staff or oversee the work of employees, including casuals. Assist employees in their training.</p> <p><b>EDUCATION AND EXPERIENCE:</b> -- DEC III -- Three (3) years' related experience</p>	MPEX Grade 02 (Grade)
MPEX-LOG1E - Project Management - Professional 1 (Excluded)	MPEX-LOG1E	Admin Logistics & Facilities	Project Management	<p><b>JOB PROFILE SUMMARY:</b> Provide the best possible research and learning environment for students, staff and visitors through quality services, reliable and cost effective maintenance, renovations, construction projects and building operations of the University's physical resources. Provide the planning, development, implementation and expertise required to ensure the protection, safety and maintenance of University property and resources. Foster a safe and healthy environment for students, staff and visitors. Maintain and improve the standards for the protection, security and maintenance of University property. Provide quality business operations to support the daily needs of students and staff, such as Buildings and Grounds, Residences, Food Services, Housekeeping, Parking, Mailroom, Printing and Bookstore operations, Athletics and Recreation, etc. Provide a project management approach to large and medium construction or renovation projects, as well as Information Technology projects.</p> <p><b>KEY ROLES:</b> Administer, analyse, supervise, manage or direct the delivery and outcome of construction, renovation, or Information Technology projects, involving departmental and cross-functional teams, and external consultants or service providers. Ensure compliance with construction industry techniques, legislation, and use of best practices. Oversee the planning and control of the scope, quality, schedule, budget, staff, and deliverables of projects.</p> <p><b>TYPICAL FUNCTIONS:</b> (i) Perform and organize activities to support the daily operations of the unit by ensuring that functions are carried out in accordance with established goals and objectives. (ii) Implement administrative procedures or systems that are moderately complex in support of the faculty, department, or unit's operations and ensure activities meet or exceed established quality requirements. (iii) Assist project managers with project planning and timeline, identify potential scheduling conflicts. (iv) Maintain the work breakdown structure, project, activity coding and resource loading software as per standard procedures. (v) Monitor project schedules, including tasks, budgets, and deliverables. (vi) Report on progress, initial baseline plan, and delivery requirements. (vii) Perform scenario planning in the event of project delay and apply potential recovery options. (viii) Participate in project progress meetings and monthly project reviews. (ix) Assist in the implementation of projects; maintain documentation, and management logs. (x) Produce progress reports using project management software. (xi) Apply project management standards, tools, and templates as prescribed. (xii) Establish and foster effective working relationships by identifying needs and providing support in the delivery of services. (xiii) Assess and resolve problems. When appropriate, inform supervisor and formulate recommendations. (xiv) Attend meetings. (xv) Supervise support staff or oversee the work of employees, including casuals. Assist employees in their training.</p> <p><b>EDUCATION AND EXPERIENCE:</b> -- DEC III -- Three (3) years' related experience</p>	MPEX Grade 03 (Grade)
MPEX-LOG2A - Facilities Operations & Maintenance - Professional 2	MPEX-LOG2A	Admin Logistics & Facilities	Facilities Operations & Maintenance	<p><b>JOB PROFILE SUMMARY:</b> Provide the best possible research and learning environment for students, staff and visitors through quality services, reliable and cost effective maintenance, renovations, construction projects and building operations of the University's physical resources. Provide the planning, development, implementation and expertise required to ensure the protection, safety and maintenance of University property and resources. Foster a safe and healthy environment for students, staff and visitors. Maintain and improve the standards for the protection, security and maintenance of University property. Provide quality business operations to support the daily needs of students and staff, such as Buildings and Grounds, Residences, Food Services, Housekeeping, Parking, Mailroom, Printing and Bookstore operations, Athletics and Recreation, etc. Provide a project management approach to large and medium construction or renovation projects, as well as Information Technology projects.</p> <p><b>KEY ROLES:</b> Administer, analyse, supervise, manage or direct the planning of new construction projects and renovations, as well as the maintenance and cleaning of buildings and grounds, through efficient time management, quality services and cost control. Ensure that facilities, operations and maintenance projects meet or exceed established quality standards. Ensure that regulations, legislation, policies and procedures concerning buildings and grounds are respected.</p> <p><b>TYPICAL FUNCTIONS:</b> (i) Participate in the development and implementation of policies and new initiatives that support the strategic direction of the unit. (ii) Plan and prioritize work assignments to maximize use of available human and material resources, in accordance with budget constraints, cost and quality standards. (iii) Use professional expertise, specialized skills and knowledge to prioritize, plan and evaluate maintenance schedules activities. (iv) Analyse information, procedures or systems to support McGill's operations. Ensure that services meet or exceed established quality standards. (v) Find solutions to inefficiencies in work processes that affect McGill operations. (vi) Assess equipment inventory, schedule overhauls and preventive maintenance. (vii) Ensure that projects are on time and on budget, and satisfy clients' requirements. (viii) Approve cost estimates for repairs and replacement of equipment and other necessary items. (ix) Analyse performance indicators including productivity and work accident reports. (x) Prepare operating budgets and financial reports. (xi) Recommend course of action to aid in the planning and development of new services or the improvement of service. (xii) Participate at meetings, make recommendations and provide solutions. (xiii) Supervise staff and evaluate progress of assignments and results.</p> <p><b>EDUCATION AND EXPERIENCE:</b> -- Undergraduate degree -- Three (3) years' related experience</p>	MPEX Grade 05 (Grade)

MPEX-LOG2B - Security, Safety & Environment - Professional 2	MPEX-LOG2B	Admin Logistics & Facilities	Security, Safety & Environment	<p><b>JOB PROFILE SUMMARY:</b> Provide the best possible research and learning environment for students, staff and visitors through quality services, reliable and cost effective maintenance, renovations, construction projects and building operations of the University's physical resources. Provide the planning, development, implementation and expertise required to ensure the protection, safety and maintenance of University property and resources. Foster a safe and healthy environment for students, staff and visitors. Maintain and improve the standards for the protection, security and maintenance of University property. Provide quality business operations to support the daily needs of students and staff, such as Buildings and Grounds, Residences, Food Services, Housekeeping, Parking, Mailroom, Printing and Bookstore operations, Athletics and Recreation, etc. Provide a project management approach to large and medium construction or renovation projects, as well as Information Technology projects.</p> <p><b>KEY ROLES:</b> Administer, analyse, supervise, manage or direct the delivery of comprehensive programs related to security services, emergency preparedness, fire prevention, environmental health and safety, campus public safety, and hazardous waste management. Enforce policies, procedures, legislation and regulations concerning parking on campus, building access control, lost and found, thefts and incidents, accidents and safety training.</p> <p><b>TYPICAL FUNCTIONS:</b> (i) Participate in the development and implementation of policies and new initiatives that support the strategic direction of the unit. (ii) Deliver and implement a variety of training programs related to security, fire protection and environmental and occupational health services for a faculty, department or unit. (iii) Use professional expertise, specialized skills and knowledge to prioritize activities or analyse a wide variety of programs and processes related to designated areas. (iv) Ensure that University spaces and work processes respect best practices, policies, procedures, legislation and regulations related to safety. Develop recommendations and conduct follow-ups to address safety deficiencies identified. (v) Conduct regular audits on the integrity of security systems and fire protection equipment, as well as laboratory inspections. (vi) Analyse security and fire prevention requirements for special events held on campus and plan for appropriate crowd control of events. (vii) Disseminate information to the University community on security precautions in case of emergencies or threats. (viii) Respond to emergencies on University campuses and minimize their impact on students and staff. (ix) Undertake investigations following fire, theft or other criminal acts conducted on campus. (x) Work closely with municipal law enforcement and fire department. (xi) Keep abreast of new developments and trends in the field of security, fire prevention, environmental health and safety. (xii) Participate at meetings, make recommendations and provide solutions. (xiii) Supervise staff and evaluate progress of assignments and results.</p> <p><b>EDUCATION AND EXPERIENCE:</b> -- Undergraduate degree -- Three (3) years' related experience</p>	MPEX Grade 05 (Grade)
MPEX-LOG2C - Planning & Design - Professional 2	MPEX-LOG2C	Admin Logistics & Facilities	Planning & Design	<p><b>JOB PROFILE SUMMARY:</b> Provide the best possible research and learning environment for students, staff and visitors through quality services, reliable and cost effective maintenance, renovations, construction projects and building operations of the University's physical resources. Provide the planning, development, implementation and expertise required to ensure the protection, safety and maintenance of University property and resources. Foster a safe and healthy environment for students, staff and visitors. Maintain and improve the standards for the protection, security and maintenance of University property. Provide quality business operations to support the daily needs of students and staff, such as Buildings and Grounds, Residences, Food Services, Housekeeping, Parking, Mailroom, Printing and Bookstore operations, Athletics and Recreation, etc. Provide a project management approach to large and medium construction or renovation projects, as well as Information Technology projects.</p> <p><b>KEY ROLES:</b> Administer, analyse, supervise, manage or direct the planning and design of campus properties, buildings and grounds, including infrastructure and landscaping projects. Ensure compliance with policies, programs and systems in the field of construction, renovations, planning and design.</p> <p><b>TYPICAL FUNCTIONS:</b> (i) Participate in the development and implementation of policies and new initiatives that support the strategic direction of the unit. (ii) Analyse and develop requirements for construction, renovation, planning and design projects. (iii) Use professional expertise, specialized skills and knowledge to prioritize and plan construction, renovation, planning and design projects. (iv) Develop procedures or systems that support the faculty/department/unit's operations and ensure that services meet or exceed established quality standards. (v) Oversee databases and ensure accuracy of reports, estimates, costs, and timelines. (vi) Develop project schedule and cost estimates in consultation with stakeholders. (vii) Prepare Calls for Tender for projects. (viii) Prepare estimations for a wide variety of small and large projects. (ix) Produce architectural drawings and construction templates, and obtain client approval. (x) Ensure proper handling of original and updated drawings and specifications upon completion of project. (xi) Analyse budgets and draw up changes to contracts. (xii) Communicate with all stakeholders to ensure minimal disruptions in the workplace. (xiii) Offer potential solutions to aid in the planning and development of new services or the improvement of service. (xiv) Participate at meetings, make recommendations and provide solutions. (xv) Supervise staff and evaluate progress of assignments and results.</p> <p><b>EDUCATION AND EXPERIENCE:</b> -- Undergraduate degree -- Three (3) years' related experience</p>	MPEX Grade 04 (Grade)
MPEX-LOG2D - Operations - Professional 2	MPEX-LOG2D	Admin Logistics & Facilities	Services Operations	<p><b>JOB PROFILE SUMMARY:</b> Provide the best possible research and learning environment for students, staff and visitors through quality services, reliable and cost effective maintenance, renovations, construction projects and building operations of the University's physical resources. Provide the planning, development, implementation and expertise required to ensure the protection, safety and maintenance of University property and resources. Foster a safe and healthy environment for students, staff and visitors. Maintain and improve the standards for the protection, security and maintenance of University property. Provide quality business operations to support the daily needs of students and staff, such as Buildings and Grounds, Residences, Food Services, Housekeeping, Parking, Mailroom, Printing and Bookstore operations, Athletics and Recreation, etc. Provide a project management approach to large and medium construction or renovation projects, as well as Information Technology projects.</p> <p><b>KEY ROLES:</b> Administer, analyse, supervise, manage or direct the delivery of service operations of a faculty/department/unit by ensuring that service is performed in accordance with the established goals and objectives. Deliver services related to Buildings and Grounds, Residences, Food Services, Housekeeping, Parking, Mailroom, Printing and Bookstore operations, Athletics and Recreation, and others, while respecting legislation and regulations.</p> <p><b>TYPICAL FUNCTIONS:</b> (i) Participate in the development and implementation of policies and new initiatives that support the strategic direction of the unit. (ii) Plan and prioritize work assignments to maximize use of available human and material resources, in accordance with budget constraints, cost and quality standards. (iii) Use professional expertise, specialized skills and knowledge to prioritize, plan and evaluate a wide variety of service operations. (iv) Oversee cash collection, vault control and pick-up. (v) Participate in annual budget preparation. Control operational and administrative expenses such as materials and supplies ensuring budget targets are met. (vi) Act as on-site liaison with systems providers regarding systems problems and maintenance. (vii) Oversees purchasing, inventory, shipping and receiving activities. (viii) Implement procedures and controls to enhance the operations of the unit. (ix) Troubleshoot, assess and resolve problems requiring specialized skills and technical knowledge. (x) Participate at meetings, make recommendations and provide solutions. (xi) Supervise staff and evaluate progress of assignments and results.</p> <p><b>EDUCATION AND EXPERIENCE:</b> -- Undergraduate degree -- Three (3) years' related experience</p>	MPEX Grade 04 (Grade)

MPEX-LOG2E - Project Management - Professional 2	MPEX-LOG2E	Admin Logistics & Facilities	Project Management	<p><b>JOB PROFILE SUMMARY:</b> Provide the best possible research and learning environment for students, staff and visitors through quality services, reliable and cost effective maintenance, renovations, construction projects and building operations of the University's physical resources. Provide the planning, development, implementation and expertise required to ensure the protection, safety and maintenance of University property and resources. Foster a safe and healthy environment for students, staff and visitors. Maintain and improve the standards for the protection, security and maintenance of University property. Provide quality business operations to support the daily needs of students and staff, such as Buildings and Grounds, Residences, Food Services, Housekeeping, Parking, Mailroom, Printing and Bookstore operations, Athletics and Recreation, etc. Provide a project management approach to large and medium construction or renovation projects, as well as Information Technology projects.</p> <p><b>KEY ROLES:</b> Administer, analyse, supervise, manage or direct the delivery and outcome of construction, renovation, or Information Technology projects, involving departmental and cross-functional teams, and external consultants or service providers. Ensure compliance with construction industry techniques, legislation, and use of best practices. Oversee the planning and control of the scope, quality, schedule, budget, staff, and deliverables of projects.</p> <p><b>TYPICAL FUNCTIONS:</b> (i) Liaise and work with clients and stakeholders at the University. Build relationships with the construction industry, outside contractors and service providers. (ii) Use professional expertise, specialized skills and knowledge to prioritize, plan and evaluate project planning and timeline, including identifying conflicts in schedules and links with other projects. Recommend corrective solutions. (iii) Advise others and implement project management policies, process and standards. Ensure compliance with respect to technical standards, building codes, zoning, safety laws and regulations, and IT requirements. (iv) Write and produce progress reports, financial reports and provide regular updates on project status to committee members, team, stakeholders, etc. (v) Oversee project delivery process for the design and execution of construction, renovation, and IT projects. (vi) Make adjustments and approve certain changes, negotiate calls for tender and contract terms and conditions. (vii) Communicate project delays and advise on potential recovery options. (viii) Analyse issues and bring recommendations to supervisors. Analyse and design project planning timeline, identify potential conflicts in schedules. (ix) Develop and implement tools and processes, analyse documentation on management logs and produce reports. (x) Participate at meetings, make recommendations and provide solutions. (xi) Supervise staff and evaluate progress of assignments and results.</p> <p><b>EDUCATION AND EXPERIENCE:</b> -- Undergraduate Degree -- Three (3) years' related experience</p>	MPEX Grade 05 (Grade)
MPEX-LOG3A - Facilities Operations & Maintenance - Senior Professional/Manager	MPEX-LOG3A	Admin Logistics & Facilities	Facilities Operations & Maintenance	<p><b>JOB PROFILE SUMMARY:</b> Provide the best possible research and learning environment for students, staff and visitors through quality services, reliable and cost effective maintenance, renovations, construction projects and building operations of the University's physical resources. Provide the planning, development, implementation and expertise required to ensure the protection, safety and maintenance of University property and resources. Foster a safe and healthy environment for students, staff and visitors. Maintain and improve the standards for the protection, security and maintenance of University property. Provide quality business operations to support the daily needs of students and staff, such as Buildings and Grounds, Residences, Food Services, Housekeeping, Parking, Mailroom, Printing and Bookstore operations, Athletics and Recreation, etc. Provide a project management approach to large and medium construction or renovation projects, as well as Information Technology projects.</p> <p><b>KEY ROLES:</b> Administer, analyse, supervise, manage or direct the planning of new construction projects and renovations, as well as the maintenance and cleaning of buildings and grounds, through efficient time management, quality services and cost control. Ensure that facilities, operations and maintenance projects meet or exceed established quality standards. Ensure that regulations, legislation, policies and procedures concerning buildings and grounds are respected.</p> <p><b>TYPICAL FUNCTIONS:</b> (i) Manage the administrative activities of a department or unit. (ii) Contribute to the University's strategic direction, plans and objectives by identifying opportunities and evaluating the organizational impact. (iii) Provide senior professional expertise in the development and implementation of policies, programs and systems that support unit initiatives. (iv) Implement policies, procedures or systems to support McGill's operations. Ensure that services meet or exceed established quality standards. (v) Make recommendations on short-term objectives and projects and improvements in services for efficiency across multiple services. (vi) Write reports for senior management and recommend strategies to improve service efficiency and effectiveness. (vii) Ensure quality control on projects and services that affect units across McGill. (viii) Develop policy and procedures and ensure implementation of procedures and controls that enhance the operation of the unit. (ix) Develop solutions to inefficiencies in work processes that impact McGill operations. (x) Manage compliance issues with a focus on safety, security, fire prevention/prevention, environmental health and safety issues and ensure regulations are adhered to. (xi) Develop, recommend and implement operating budgets. Authorize expenditures and ensure compliance with University and department or unit budget priorities. Prepare cost estimates and unit budgetary forecasts. (xii) Provide guidance to faculties, departments and units and students through web-site and training programs. (xiii) Attend senior level meetings and represent unit at internal or external meetings. (xiv) Manage a team of professional and administrative staff.</p> <p><b>EDUCATION AND EXPERIENCE:</b> -- Undergraduate Degree -- Five (5) years' related experience</p>	MPEX Grade 06 (Grade)
MPEX-LOG3B - Security, Safety & Environment - Senior Professional/Manager	MPEX-LOG3B	Admin Logistics & Facilities	Security, Safety & Environment	<p><b>JOB PROFILE SUMMARY:</b> Provide the best possible research and learning environment for students, staff and visitors through quality services, reliable and cost effective maintenance, renovations, construction projects and building operations of the University's physical resources. Provide the planning, development, implementation and expertise required to ensure the protection, safety and maintenance of University property and resources. Foster a safe and healthy environment for students, staff and visitors. Maintain and improve the standards for the protection, security and maintenance of University property. Provide quality business operations to support the daily needs of students and staff, such as Buildings and Grounds, Residences, Food Services, Housekeeping, Parking, Mailroom, Printing and Bookstore operations, Athletics and Recreation, etc. Provide a project management approach to large and medium construction or renovation projects, as well as Information Technology projects.</p> <p><b>KEY ROLES:</b> Administer, analyse, supervise, manage or direct the delivery of comprehensive programs related to security services, emergency preparedness, fire prevention, environmental health and safety, campus public safety, and hazardous waste management. Enforce policies, procedures, legislation and regulations concerning parking on campus, building access control, lost and found, thefts and incidents, accidents and safety training.</p> <p><b>TYPICAL FUNCTIONS:</b> (i) Manage the activities of a department or unit to ensure objectives and targets are met. (ii) Provide senior professional expertise in the development and implementation of safety and security policies, programs and systems which support unit initiatives. (iii) Oversee the implementation of short-term plans to improve and enhance the security of students, staff and visitors to campus facilities. (iv) Deliver or support the delivery of services in situations involving a diverse practices and precedents. (v) Provide guidance to the community on the identification of environmental and occupational health and safety issues, and hazard prevention. (vi) Determine priorities for the delivery of security services on the McGill campuses. (vii) Create, plan and deliver public awareness campaigns, provide training programs for required certification, and provide guidance to the community about services and safety best practices. (viii) Manage the program related to emergencies measures on University campuses and minimize their impact on students and staff. (ix) Ensure the integrity of security systems and fire protection equipment through the formulation and execution of security and safety audits. (x) Manage security and fire prevention requirements for special events held on campus and plan for appropriate crowd control of events. (xi) Undertake investigations, ranging from theft to other criminal acts leading to arrest and prosecution. (xii) Prepare reports to be used as evidence for court appearances for criminal cases and serve as a witness. (xiii) Liaise with student organizations and University committees on environmental and occupational health and safety issues. (xiv) Keep abreast of inspections standards and best practices, interpret safety policies, procedures, legislation and regulations; ensure quality control processes are applied; and contribute to the development of safety policies. (xv) Maintain close relationships with municipal law enforcement, fire department and other universities or related organizations. (xvi) Attend senior level meetings and represent unit at internal or external meetings. (xvii) Manage a team of professional and administrative staff.</p> <p><b>EDUCATION AND EXPERIENCE:</b> -- Undergraduate degree -- Five (5) years' related experience</p>	MPEX Grade 07 (Grade)

MPEX-LOG3C - Planning & Design - Senior Professional/Manager	MPEX-LOG3C	Admin Logistics & Facilities	Planning & Design	<p><b>JOB PROFILE SUMMARY:</b></p> <p>Provide the best possible research and learning environment for students, staff and visitors through quality services, reliable and cost effective maintenance, renovations, construction projects and building operations of the University's physical resources. Provide the planning, development, implementation and expertise required to ensure the protection, safety and maintenance of University property and resources. Foster a safe and healthy environment for students, staff and visitors. Maintain and improve the standards for the protection, security and maintenance of University property. Provide quality business operations to support the daily needs of students and staff, such as Buildings and Grounds, Residences, Food Services, Housekeeping, Parking, Mailroom, Printing and Bookstore operations, Athletics and Recreation, etc. Provide a project management approach to large and medium construction or renovation projects, as well as Information Technology projects.</p> <p><b>KEY ROLES:</b></p> <p>Administer, analyse, supervise, manage or direct the planning and design of campus properties, buildings and grounds, including infrastructure and landscaping projects. Ensure compliance with policies, programs and systems in the field of construction, renovations, planning and design.</p> <p><b>TYPICAL FUNCTIONS:</b></p> <p>(i) Manage the activities of a department or unit to ensure objectives and targets are met.  (ii) Provide senior professional expertise and short-term planning for the design and development of campus facilities, buildings, demolitions, renovations, infrastructure maintenance, and landscaping projects on campus properties.  (iii) Provide professional services required for University planning with regards to capital and financial resources for the construction or renovation of physical facilities, taking into consideration demographics and market trends.  (iv) Undertake in-depth analysis of highly complex problems, assess impact to the University, articulate alternatives and recommend solutions for physical facilities.  (v) Collect and analyse statistical information on University activities to respond to requests from government, other external agencies and faculties and departments.  (vi) Negotiate with University departments on matters of space allocation.  (vii) Inform clients on design issues and work required to maintain facilities and buildings.  (viii) Plan and develop new services or the improvement of services.  (ix) Manage and develop policies or systems that support the department/unit's operations and to ensure that services meet or exceed established quality standards.  (x) Prepare submissions to the MEQ or other external agencies.  (xi) Establish and develop effective partnerships with other institutions.  (xii) Evaluate large, complex projects. Provide recommendation to senior administration on feasibility of various complex projects.  (xiii) Manage the space inventory reporting system.  (xiv) Write reports and act as contact person between external agencies and the University.  (xv) Exercise control over financial, physical and human resources.  (xvi) Attend senior level meetings and represent the unit at internal and external meetings.  (xvii) Manage a team of professional and administrative staff.</p> <p><b>EDUCATION AND EXPERIENCE:</b></p> <p>-- Undergraduate degree  -- Five (5) years' related experience</p>	MPEX Grade 06 (Grade)
MPEX-LOG3D - Operations - Senior Professional/Manager	MPEX-LOG3D	Admin Logistics & Facilities	Services Operations	<p><b>JOB PROFILE SUMMARY:</b></p> <p>Provide the best possible research and learning environment for students, staff and visitors through quality services, reliable and cost effective maintenance, renovations, construction projects and building operations of the University's physical resources. Provide the planning, development, implementation and expertise required to ensure the protection, safety and maintenance of University property and resources. Foster a safe and healthy environment for students, staff and visitors. Maintain and improve the standards for the protection, security and maintenance of University property. Provide quality business operations to support the daily needs of students and staff, such as Buildings and Grounds, Residences, Food Services, Housekeeping, Parking, Mailroom, Printing and Bookstore operations, Athletics and Recreation, etc. Provide a project management approach to large and medium construction or renovation projects, as well as Information Technology projects.</p> <p><b>KEY ROLES:</b></p> <p>Administer, analyse, supervise, manage or direct the delivery of service operations of a faculty/department/unit by ensuring that service is performed in accordance with the established goals and objectives. Deliver services related to Buildings and Grounds, Residences, Food Services, Housekeeping, Parking, Mailroom, Printing and Bookstore operations, Athletics and Recreation, and others, while respecting legislation and regulations.</p> <p><b>TYPICAL FUNCTIONS:</b></p> <p>(i) Manage the activities of a department or unit to ensure objectives and targets are met.  (ii) Provide senior professional expertise in the development and implementation of policies, programs and systems that support the unit's initiatives.  (iii) Oversee implementation of short-term plans to improve and enhance unit's operation and to ensure a high level of customer satisfaction.  (iv) Market services to students, staff and general public, to generate and maximize revenues.  (v) Negotiate terms and conditions of service contract with a variety of suppliers to select product lines and companies. Participate in new product evaluations and ensure that trends meet the needs of the clients.  (vi) Manage business operations, including purchasing, inventory, shipping, and receiving.  (vii) Manage communications on services provided to staff and students.  (viii) Perform complex analysis related to services for students. Work closely with other units to ensure smooth transition to Residences for first year students.  (ix) Exercise control over financial, physical and human resources.  (x) Attend senior level meetings and represent the unit at internal and external meetings.  (xi) Manage a team of professional and administrative staff.</p> <p><b>EDUCATION AND EXPERIENCE:</b></p> <p>-- Undergraduate degree  -- Five (5) years' related experience</p>	MPEX Grade 07 (Grade)
MPEX-LOG3E - Project Management - Senior Professional/Manager	MPEX-LOG3E	Admin Logistics & Facilities	Project Management	<p><b>JOB PROFILE SUMMARY:</b></p> <p>Provide the best possible research and learning environment for students, staff and visitors through quality services, reliable and cost effective maintenance, renovations, construction projects and building operations of the University's physical resources. Provide the planning, development, implementation and expertise required to ensure the protection, safety and maintenance of University property and resources. Foster a safe and healthy environment for students, staff and visitors. Maintain and improve the standards for the protection, security and maintenance of University property. Provide quality business operations to support the daily needs of students and staff, such as Buildings and Grounds, Residences, Food Services, Housekeeping, Parking, Mailroom, Printing and Bookstore operations, Athletics and Recreation, etc. Provide a project management approach to large and medium construction or renovation projects, as well as Information Technology projects.</p> <p><b>KEY ROLES:</b></p> <p>Administer, analyse, supervise, manage or direct the delivery and outcome of construction, renovation, or Information Technology projects, involving departmental and cross-functional teams, and external consultants or service providers. Ensure compliance with construction industry techniques, legislation, and use of best practices. Oversee the planning and control of the scope, quality, schedule, budget, staff, and deliverables of projects.</p> <p><b>TYPICAL FUNCTIONS:</b></p> <p>(i) Manage the activities of a department or unit to ensure objectives and targets are met.  (ii) Provide senior professional expertise in the development and implementation of project management policies, programs and systems which support unit initiatives.  (iii) Oversee the implementation of short-term goals and objectives related to the function.  (iv) Manage and execute multiple projects or a large project from conceptualization to implementation. Achieve the project milestones and remain on budget.  (v) Produce detailed work plans, schedules, project estimates, resource plans, and status reports on a regular basis. Integrate vendor tasks and review vendor deliverables.  (vi) Execute projects using established standard project management methodology, including planning, scheduling, and monitoring projects through the entire systems development lifecycle.  (vii) Identify resources (e.g. human, physical, and financial) and make recommendations to senior management.  (viii) Develop tools related to project management and participate in establishing the strategic direction of the project.  (ix) Write communications regarding progress of the project. Manage feedback related to project tasks, deadlines, deliverables. Provide guidance and support to the team members.  (x) Act as senior liaison between external and governmental agencies, the University community, senior administration, end-users, IT services, faculties, departments and units.  (xi) Exercise control over financial, physical and human resources.  (xii) Attend senior level committees and represent the unit at internal and external meetings.  (xiii) Manage a team of professional and administrative staff.</p> <p><b>EDUCATION AND EXPERIENCE:</b></p> <p>-- Undergraduate Degree  -- Five (5) years' related experience</p>	MPEX Grade 08 (Grade)

MPEX-LOG4A - Facilities Operations & Maintenance - Director or equivalent	MPEX-LOG4A	Admin Logistics & Facilities	Facilities Operations & Maintenance	<p><b>JOB PROFILE SUMMARY:</b> Provide the best possible research and learning environment for students, staff and visitors through quality services, reliable and cost effective maintenance, renovations, construction projects and building operations of the University's physical resources. Provide the planning, development, implementation and expertise required to ensure the protection, safety and maintenance of University property and resources. Foster a safe and healthy environment for students, staff and visitors. Maintain and improve the standards for the protection, security and maintenance of University property. Provide quality business operations to support the daily needs of students and staff, such as Buildings and Grounds, Residences, Food Services, Housekeeping, Parking, Mailroom, Printing and Bookstore operations, Athletics and Recreation, etc. Provide a project management approach to large and medium construction or renovation projects, as well as Information Technology projects.</p> <p><b>KEY ROLES:</b> Administer, analyse, supervise, manage or direct the planning of new construction projects and renovations, as well as the maintenance and cleaning of buildings and grounds, through efficient time management, quality services and cost control. Ensure that facilities, operations and maintenance projects meet or exceed established quality standards. Ensure that regulations, legislation, policies and procedures concerning buildings and grounds are respected.</p> <p><b>TYPICAL FUNCTIONS:</b> (i) Establish the strategic direction of the unit and oversee implementation of short and long term plans by identifying construction, renovation, building and grounds, and maintenance issues related, and evaluating organizational impact. (ii) Provide leadership, direction and guidance to McGill community on the delivery of policies, programs and systems in the field of construction, renovations, maintenance and other services. (iii) Interpret government legislation and regulations concerning the Building Code and safety issues. (iv) Develop and implement policies and procedures or systems to support McGill's operations. Ensure that services meet or exceed established quality standards. (v) Lead the development of new programs and initiatives that promote sustainability and cost savings. (vi) Evaluate overall effectiveness of unit vis-à-vis McGill strategic mission in conjunctions with McGill's top priorities. (vii) Negotiate with department heads, Deans and Directors on the construction of new buildings and major renovation projects, including project costs and timeline. (viii) Develop, plan and oversee the cost-effective maintenance of University buildings and grounds. Determine priority of maintenance activities with senior administration. (ix) Establish an organizational plan for the unit; secure budget and resources. (x) Chair or lead committees and represent the University at internal and external meetings. (xi) Direct and manage staff in accomplishing the goals and objectives of the unit.</p> <p><b>EDUCATION AND EXPERIENCE:</b> -- Undergraduate degree -- Eight (8) years' related experience</p>	MPEX Grade 11 (Grade)
MPEX-LOG4B - Security, Safety & Environment - Director or equivalent	MPEX-LOG4B	Admin Logistics & Facilities	Security, Safety & Environment	<p><b>JOB PROFILE SUMMARY:</b> Provide the best possible research and learning environment for students, staff and visitors through quality services, reliable and cost effective maintenance, renovations, construction projects and building operations of the University's physical resources. Provide the planning, development, implementation and expertise required to ensure the protection, safety and maintenance of University property and resources. Foster a safe and healthy environment for students, staff and visitors. Maintain and improve the standards for the protection, security and maintenance of University property. Provide quality business operations to support the daily needs of students and staff, such as Buildings and Grounds, Residences, Food Services, Housekeeping, Parking, Mailroom, Printing and Bookstore operations, Athletics and Recreation, etc. Provide a project management approach to large and medium construction or renovation projects, as well as Information Technology projects.</p> <p><b>KEY ROLES:</b> Administer, analyse, supervise, manage or direct the delivery of comprehensive programs related to security services, emergency preparedness, fire prevention, environmental health and safety, campus public safety, and hazardous waste management. Enforce policies, procedures, legislation and regulations concerning parking on campus, building access control, lost and found, thefts and incidents, accidents, accidents and safety training.</p> <p><b>TYPICAL FUNCTIONS:</b> (i) Establish the strategic direction of the unit and oversee implementation of short and long term plans by identifying safety and environmental issues and evaluating organizational impact. (ii) Provide leadership, direction and guidance to McGill community on the interpretation of policies, procedures, legislation and regulations concerning issues related to environmental and occupational health and safety. (iii) Oversee the development and implementation of services provided to University units in the area of environmental and occupational health and safety, fire protection, safety and security for the McGill community. (iv) Evaluate overall effectiveness of security programs to ensure unit goals and objectives are met. (v) Direct the response process regarding emergencies on University campuses, to ensure the appropriate level of incident command system is implemented, while minimizing the impact on students and staff. (vi) Plan and control the cost-effective operation of environmental and occupational health and safety activities. (vii) Lead and develop environmental and occupational health and safety plans and programs. (viii) Act as spokesperson with government agencies, Ville de Montreal inspectors and the local Montreal police force. (ix) Establish an organizational plan for the unit, secure budget needs for resources. (x) Chair or lead committees and represent the University at internal and external meetings. (xi) Direct and manage staff in accomplishing the goals and objectives of the unit.</p> <p><b>EDUCATION AND EXPERIENCE:</b> -- Undergraduate degree -- Eight (8) years' related experience</p>	MPEX Grade 11 (Grade)
MPEX-LOG4C - Planning & Design - Director or equivalent	MPEX-LOG4C	Admin Logistics & Facilities	Planning & Design	<p><b>JOB PROFILE SUMMARY:</b> Provide the best possible research and learning environment for students, staff and visitors through quality services, reliable and cost effective maintenance, renovations, construction projects and building operations of the University's physical resources. Provide the planning, development, implementation and expertise required to ensure the protection, safety and maintenance of University property and resources. Foster a safe and healthy environment for students, staff and visitors. Maintain and improve the standards for the protection, security and maintenance of University property. Provide quality business operations to support the daily needs of students and staff, such as Buildings and Grounds, Residences, Food Services, Housekeeping, Parking, Mailroom, Printing and Bookstore operations, Athletics and Recreation, etc. Provide a project management approach to large and medium construction or renovation projects, as well as Information Technology projects.</p> <p><b>KEY ROLES:</b> Administer, analyse, supervise, manage or direct the planning and design of campus properties, buildings and grounds, including infrastructure and landscaping projects. Ensure compliance with policies, programs and systems in the field of construction, renovations, planning and design.</p> <p><b>TYPICAL FUNCTIONS:</b> (i) Establish the strategic direction of the unit and oversee implementation of short and long term plans related to the function. (ii) Provide leadership, direction and guidance to McGill community in the delivery of comprehensive policies, programs and systems in the field of construction, renovation, planning and design. (iii) Lead the analysis of current and future government policies and negotiate with the MEQ and other government and external agencies. Remain informed about external decisions and proposals which impact the University. (iv) Develop the University capital budget for submission to the Quebec government. Ensure conformity with MEQ submission requirements. (v) Negotiate Call for Tender and award construction contracts. Approve internal assignment for projects and timeline. (vi) Influence the strategic direction of the University with respect to facilities, construction, renovations, planning and design. (vii) Lead the design and space planning services. (viii) Negotiate with local municipalities with respect to planning and zoning issues. (ix) Review resources, budget, and scope of projects with Deans, Chairs and Directors. (x) Establish an organizational plan for the faculty, departments, units, and secure budget needs for resources. (xi) Chair or lead committees and represent the University at internal and external meetings. (xii) Direct and manage staff in accomplishing the goals and objectives of the unit.</p> <p><b>EDUCATION AND EXPERIENCE:</b> -- Undergraduate degree -- Eight (8) years' related experience</p>	MPEX Grade 11 (Grade)

MPEX-LOG4D - Services Operations - Director or equivalent	MPEX-LOG4D	Admin Logistics & Facilities	Services Operations	<p><b>JOB PROFILE SUMMARY:</b> Provide the best possible research and learning environment for students, staff and visitors through quality services, reliable and cost effective maintenance, renovations, construction projects and building operations of the University's physical resources. Provide the planning, development, implementation and expertise required to ensure the protection, safety and maintenance of University property and resources. Foster a safe and healthy environment for students, staff and visitors. Maintain and improve the standards for the protection, security and maintenance of University property. Provide quality business operations to support the daily needs of students and staff, such as Buildings and Grounds, Residences, Food Services, Housekeeping, Parking, Mailroom, Printing and Bookstore operations, Athletics and Recreation, etc. Provide a project management approach to large and medium construction or renovation projects, as well as Information Technology projects.</p> <p><b>KEY ROLES:</b> Administer, analyse, supervise, manage or direct the delivery of service operations of a faculty/department/unit by ensuring that service is performed in accordance with the established goals and objectives. Deliver services related to Buildings and Grounds, Residences, Food Services, Housekeeping, Parking, Mailroom, Printing and Bookstore operations, Athletics and Recreation, and others, while respecting legislation and regulations.</p> <p><b>TYPICAL FUNCTIONS:</b> (i) Establish the strategic direction of the unit and oversee implementation of short and long term plans related to student housing, residences and hospitality services on campus. (ii) Provide leadership and direction to McGill community on the delivery of programs and services to a unit with functional diversity. (iii) Manage space allocation and properties, including the purchase and rental of space for major construction and renovation projects. Ensure buildings and building systems are well maintained. (iv) Negotiate service agreements with food service companies and vending machine distributors. (v) Evaluate organizational impact to ensure a high level of student and customer satisfaction. (vi) Manage the activities related to conference services and large events held on McGill campus. (vii) Oversee the marketing strategies for all target markets. (viii) Develop strong partnerships with students, staff, faculty and contractors and food service and beverage companies and enforce food health and safety regulations. (ix) Establish an organizational plan for the unit, secure budget needs for resources. (x) Chair or lead committees and represent the University at internal and external meetings. (xi) Direct and manage staff in accomplishing the goals and objectives of the unit.</p> <p><b>EDUCATION AND EXPERIENCE:</b> -- Undergraduate degree -- Eight (8) years' related experience</p>	MPEX Grade 11 (Grade)
MPEX-LOG4E - Project Management - Director or equivalent	MPEX-LOG4E	Admin Logistics & Facilities	Project Management	<p><b>JOB PROFILE SUMMARY:</b> Provide the best possible research and learning environment for students, staff and visitors through quality services, reliable and cost effective maintenance, renovations, construction projects and building operations of the University's physical resources. Provide the planning, development, implementation and expertise required to ensure the protection, safety and maintenance of University property and resources. Foster a safe and healthy environment for students, staff and visitors. Maintain and improve the standards for the protection, security and maintenance of University property. Provide quality business operations to support the daily needs of students and staff, such as Buildings and Grounds, Residences, Food Services, Housekeeping, Parking, Mailroom, Printing and Bookstore operations, Athletics and Recreation, etc. Provide a project management approach to large and medium construction or renovation projects, as well as Information Technology projects.</p> <p><b>KEY ROLES:</b> Administer, analyse, supervise, manage or direct the delivery and outcome of construction, renovation, or Information Technology projects, involving departmental and cross-functional teams, and external consultants or service providers. Ensure compliance with construction industry techniques, legislation, and use of best practices. Oversee the planning and control of the scope, quality, schedule, budget, staff, and deliverables of projects.</p> <p><b>TYPICAL FUNCTIONS:</b> (i) Establish the strategic direction of the unit and oversee implementation of short and long term plans related to construction, renovations, and IT projects. (ii) Provide leadership and direction to McGill community on the interpretation of policies, procedures, legislation and regulations. (iii) Develop and implement policies, procedures and systems to support McGill's operations. Ensure that services meet or exceed established quality standards. (iv) Define project scope and objectives. Develop detailed work plans, schedules, project estimates, resource plans and status reports. (v) Approve the necessary resources (e.g. human, physical, and financial) for project management. (vi) Negotiate calls for tender and award construction or IT contracts. (vii) Develop processes, tools, and templates to facilitate the activities of project management. (viii) Create and oversee the communication plan, including regular updates to address issues with stakeholders and clients. (ix) Establish an organizational plan for the unit and secure budget needs for resources. (x) Chair or lead a variety of committees and represent the University at internal or external meetings. (xi) Direct and manage staff in accomplishing unit goals and objectives.</p> <p><b>EDUCATION AND EXPERIENCE:</b> -- Undergraduate Degree -- Eight (8) years' related experience</p>	MPEX Grade 10 (Grade)
MPEX-SAF1A - Student Enrolment - Professional 1 (Excluded)	MPEX-SAF1A	Admin Student & Academic Services	Student Enrolment	<p><b>JOB PROFILE SUMMARY:</b> Provide the integration of McGill's values, standards, and goals with respect to student life and learning into University policies, operations and procedures. Ease students' integration into University life, support students' learning and guide them towards a rewarding student life experience by offering a broad range of services in a supportive environment. Provide student admissions and enrolment services for undergraduate, graduate, certificates and diploma programs. Participate in student recruitment fairs, student exchange programs, convocation and graduation activities. Oversee government reporting and compliance. Offer a variety of student services including career planning, campus life and engagement, scholarships and student aid, counselling and tutorial, health and mental health, international student services, immigration, services for students with disabilities, religious life, and other programs. Offer student affairs services including advising, student records, registration and exam and invigilation activities. Offer programs related to athletics and recreation.</p> <p><b>KEY ROLES:</b> Administer, analyse, supervise, manage, or direct activities for a diverse student population with respect to their academic needs, including admissions and enrolment services for undergraduate, graduate, certificate and diploma program. Participate in student recruitment activities, job fairs, high school and CEGEP visits, to promote McGill and its programs and student life. Oversee activities related to student and academic records, exams, invigilation, graduation and convocation. Production of reports and surveys related to government reporting and compliance.</p> <p><b>TYPICAL FUNCTIONS:</b> (i) Perform and organize activities to support the daily operations of the unit. (ii) Implement administrative procedures or systems that are moderately complex in support of the faculty, department or unit's operations and ensure activities meet or exceed established quality requirements. (iii) Determine admission eligibility of applicants, by considering multiple sources of information, based on predetermined guidelines and procedures. (iv) Review and make decisions on straightforward admission files. Consult with senior staff on complex applications. Follow up on missing documentation. (v) Apply information received and select the most appropriate procedures for performing admission, government reporting, recruitment, scholarships and student record activities. (vi) Communicate with prospective students, applicants, parents, guidance counsellors and other stakeholders regarding admissions, enrolment procedures and applications and other inquiries. (vii) Administer activities related to academic student records and liaise with faculties and units. (viii) Participate in student recruitment activities. May attend job fairs, high school and CEGEP visits, and Open House. (ix) Create material and handouts to bring to site visits or post on website. (x) Establish and foster effective working relationships by identifying needs and providing support in the delivery of services. Assess and resolve administrative problems. When appropriate, inform supervisor and formulate recommendations. (xi) Attend meetings. (xii) Supervise support staff or oversee the work of employees, including casuals. Assist employees in their training.</p> <p><b>EDUCATION AND EXPERIENCE:</b> -- DEC III -- Three (3) years' related experience OR -- Undergraduate degree -- One (1) year related experience</p>	MPEX Grade 03 (Grade)

MPEX-SAF1B - Student Services - Professional 1 (Excluded)	MPEX-SAF1B	Admin Student & Academic Services	Student Services	<p><b>JOB PROFILE SUMMARY:</b> Provide the integration of McGill's values, standards, and goals with respect to student life and learning into University policies, operations and procedures. Ease students' integration into University life, support students' learning and guide them towards a rewarding student life experience by offering a broad range of services in a supportive environment. Provide student admissions and enrolment services for undergraduate, graduate, certificates and diploma programs. Participate in student recruitment fairs, student exchange programs, convocation and graduation activities. Oversee government reporting and compliance. Offer a variety of student services including career planning, campus life and engagement, scholarships and student aid, counselling and tutorial, health and mental health, international student services, immigration, services for students with disabilities, religious life, and other programs. Offer student affairs services including advising, student records, registration and exam and invigilation activities. Offer programs related to athletics and recreation.</p> <p><b>KEY ROLES:</b> Administer, analyse, supervise, manage, or direct a variety of student services programs including career planning, campus life and engagement, scholarships and student aid, counselling and tutorial services, health and mental health services, services for students with disabilities, First Peoples House, spiritual and religious life services. Oversee activities related to international students and immigration. Offer programs related to Athletics and Recreation. Deliver comprehensive programs and training related to these areas. Offer services and programs to provide a smooth transition for students from acceptance to graduation.</p> <p><b>TYPICAL FUNCTIONS:</b> (i) Perform and organize activities to support the daily operations of the unit. (ii) Implement administrative procedures or systems that are moderately complex in support of the faculty, department or unit's operations and ensure activities meet or exceed established quality requirements. (iii) Ensure students receive proper information regarding the services available. (iv) Pre-screen students and re-direct students to appropriate services. (v) Meet with students and review their financial needs. Ensure that McGill loan programs practices are in compliance with programs in other countries. (vi) Respond to issues from international students and assist with questions regarding immigration. Assist students in filing out documents. Liaise with government officials if required. (vi) Assist with career planning activities including the organization of placement and on-campus recruitment programs. Assist students with their CV and offer material related to job searches and interviews. (vii) Compile statistics and data for inclusion in reports. (ix) Maintain contact with students and parents. (x) Assess and resolve administrative problems. When appropriate, inform supervisor and formulate recommendations. (xi) Establish and foster effective working relationships by identifying needs and providing support in the delivery of services. Assess and resolve problems. When appropriate, inform supervisor and formulate recommendations. (xii) Attend meetings. (xiii) Supervise support staff or oversee the work of employees, including casuals. Assist employees in their training.</p> <p><b>EDUCATION AND EXPERIENCE:</b> -- DEC III -- Three (3) years' related experience OR -- Undergraduate Degree -- One (1) year related experience</p>	MPEX Grade 03 (Grade)
MPEX-SAF1D - Student Affairs - Professional 1 (Excluded)	MPEX-SAF1D	Admin Student & Academic Services	Student Affairs	<p><b>JOB PROFILE SUMMARY:</b> Provide the integration of McGill's values, standards, and goals with respect to student life and learning into University policies, operations and procedures. Ease students' integration into University life, support students' learning and guide them towards a rewarding student life experience by offering a broad range of services in a supportive environment. Provide student admissions and enrolment services for undergraduate, graduate, certificates and diploma programs. Participate in student recruitment fairs, student exchange programs, convocation and graduation activities. Oversee government reporting and compliance. Offer a variety of student services including career planning, campus life and engagement, scholarships and student aid, counselling and tutorial, health and mental health, international student services, immigration, services for students with disabilities, religious life, and other programs. Offer student affairs services including advising, student records, registration and exam and invigilation activities. Offer programs related to athletics and recreation.</p> <p><b>KEY ROLES:</b> Administer, analyse, supervise, manage, or direct activities for a diverse student population with respect to their academic needs, including course and program requirements for undergraduate, graduate, certificate and diploma programs or other courses. Provide guidance on registration, records, marks, and other academic issues. Facilitate the pursuit of academic goals and ensure students benefit fully from their University experience. Assess student academic progress and ensure students make appropriate educational choices and decisions.</p> <p><b>TYPICAL FUNCTIONS:</b> (i) Perform and organize activities to support the daily operations of the unit. (ii) Implement administrative procedures or systems that are moderately complex in support of the faculty, department or unit's operations and ensure activities meet or exceed established quality requirements. (iii) Assess and resolve administrative problems. When appropriate, inform supervisor and formulate recommendations (iv) Assist in the administration of student affairs activities. (v) Provide information to students on a variety of student affairs issues in accordance with established policies and procedures. (vi) Apply procedures regarding course selection, course withdrawals, deferred and supplemental exams. (vii) Administer the examination and registration process. Act as liaison between faculty/department/unit with regard to procedures and regulations. (viii) Review student files and records to determine transferability of credits or exemptions and academic standing. (ix) Perform reviews regarding program completion and eligibility for graduation. (x) Approve various forms or electronic submissions, as per guidelines and policies. (xi) Produce reports on student academic issues. Compile statistics and data for inclusion in University and external reports. (xii) Establish and foster effective working relationships by identifying needs and providing support in the delivery of services. (xiii) Attend meetings. (xiv) Supervise support staff or oversee the work of employees, including casuals. Assist employees in their training.</p> <p><b>EDUCATION AND EXPERIENCE:</b> -- DEC III -- Three (3) years' related experience; OR -- Undergraduate degree -- One (1) year related experience</p>	MPEX Grade 03 (Grade)



MPEX-SAF2A - Student Enrolment - Professional 2	MPEX-SAF2A	Admin Student & Academic Services	Student Enrolment	<p><b>JOB PROFILE SUMMARY:</b></p> <p>Provide the integration of McGill's values, standards, and goals with respect to student life and learning into University policies, operations and procedures. Ease students' integration into University life, support students' learning and guide them towards a rewarding student life experience by offering a broad range of services in a supportive environment. Provide student admissions and enrolment services for undergraduate, graduate, certificates and diploma programs. Participate in student recruitment fairs, student exchange programs, convocation and graduation activities. Oversee government reporting and compliance. Offer a variety of student services including career planning, campus life and engagement, scholarships and student aid, counselling and tutorial, health and mental health, international student services, immigration, services for students with disabilities, religious life, and other programs. Offer student affairs services including advising, student records, registration and exam and invigilation activities. Offer programs related to athletics and recreation.</p> <p><b>KEY ROLES:</b></p> <p>Administer, analyse, supervise, manage, or direct activities for a diverse student population with respect to their academic needs, including admissions and enrolment services for undergraduate, graduate, certificate and diploma program. Participate in student recruitment activities, job fairs, high school and CEGEP visits, to promote McGill and its programs and student life. Oversee activities related to student and academic records, exams, invigilation, graduation and convocation. Production of reports and surveys related to government reporting and compliance.</p> <p><b>TYPICAL FUNCTIONS:</b></p> <p>(i) Participate in the development and implementation of policies and new initiatives that support the strategic direction of the unit.  (ii) Provide professional expertise and advice to students and staff on issues a variety of admissions and enrolment issues.  (iii) Review, analyse and make decisions on admission eligibility of applicants from diverse backgrounds, including international students, and complex cases, by considering multiple sources of information.  (iv) Review appeals and make recommendations to maintain or reverse decisions.  (v) Analyse admission and enrolment applications for programs with limited enrolment.  (vi) Undertake research and develop recommendations to enhance enrolment activities.  (vii) Analyse cases related to student exchange programs from other universities and for McGill students going abroad.  (viii) Develop and write material for student recruitment activities, job fairs, visits to high schools and CEGEPs, Open House, promoting McGill, its programs and student life.  (ix) Develop training and reference manuals and facilitate workshops.  (x) Work on reports related to government reporting and compliance. Liaise with MEQ and government officials and other organizations and complete reports and surveys.  (xi) Conduct activities related to academic and student records, exams, invigilation, convocation and graduation.  (xii) Participate at meetings, make recommendations and provide solutions.  (xiii) Supervise staff and evaluate progress of assignments and results.</p> <p><b>EDUCATION AND EXPERIENCE:</b></p> <p>-- Undergraduate degree  -- Three (3) years' related experience</p>	MPEX Grade 04 (Grade)
MPEX-SAF2B - Student Services - Professional 2	MPEX-SAF2B	Admin Student & Academic Services	Student Services	<p><b>JOB PROFILE SUMMARY:</b></p> <p>Provide the integration of McGill's values, standards, and goals with respect to student life and learning into University policies, operations and procedures. Ease students' integration into University life, support students' learning and guide them towards a rewarding student life experience by offering a broad range of services in a supportive environment. Provide student admissions and enrolment services for undergraduate, graduate, certificates and diploma programs. Participate in student recruitment fairs, student exchange programs, convocation and graduation activities. Oversee government reporting and compliance. Offer a variety of student services including career planning, campus life and engagement, scholarships and student aid, counselling and tutorial, health and mental health, international student services, immigration, services for students with disabilities, religious life, and other programs. Offer student affairs services including advising, student records, registration and exam and invigilation activities. Offer programs related to athletics and recreation.</p> <p><b>KEY ROLES:</b></p> <p>Administer, analyse, supervise, manage, or direct a variety of student services programs including career planning, campus life and engagement, scholarships and student aid, counselling and tutorial services, health and mental health services, services for students with disabilities, First Peoples House, spiritual and religious life services. Oversee activities related to international students and immigration. Offer programs related to Athletics and Recreation. Deliver comprehensive programs and training related to these areas. Offer services and programs to provide a smooth transition for students from acceptance to graduation.</p> <p><b>TYPICAL FUNCTIONS:</b></p> <p>(i) Participate in the development and implementation of policies and new initiatives that support the strategic direction of the unit.  (ii) Provide professional expertise and advice to students and staff on a variety of student services issues.  (iii) Provide professional counselling services to students on a variety of personal or academic issues and to students in distress.  (iv) Advise students on financial aid including budgeting and debt management programs. Interview students to assess need and award student loans and bursaries, according to adopted procedures.  (v) Develop and deliver seminars, workshops concerning career planning services. Advise students on a variety of job search skills and interviewing techniques. Liaise with potential employers. Offer and administer vocational tests and interpret results.  (vi) Develop and conduct workshops designed to assist students in their search for work study program, employment after graduation or for summer employment.  (vii) Maintain contact with other universities, organizations, government agencies and student representatives.  (viii) Participate at meetings, make recommendations and provide solutions.  (ix) Supervise support staff and evaluate progress of assignments and results.</p> <p><b>EDUCATION AND EXPERIENCE:</b></p> <p>-- Undergraduate degree  -- Three (3) years' related experience</p>	MPEX Grade 05 (Grade)
MPEX-SAF2D - Student Affairs - Professional 2	MPEX-SAF2D	Admin Student & Academic Services	Student Affairs	<p><b>JOB PROFILE SUMMARY:</b></p> <p>Provide the integration of McGill's values, standards, and goals with respect to student life and learning into University policies, operations and procedures. Ease students' integration into University life, support students' learning and guide them towards a rewarding student life experience by offering a broad range of services in a supportive environment. Provide student admissions and enrolment services for undergraduate, graduate, certificates and diploma programs. Participate in student recruitment fairs, student exchange programs, convocation and graduation activities. Oversee government reporting and compliance. Offer a variety of student services including career planning, campus life and engagement, scholarships and student aid, counselling and tutorial, health and mental health, international student services, immigration, services for students with disabilities, religious life, and other programs. Offer student affairs services including advising, student records, registration and exam and invigilation activities. Offer programs related to athletics and recreation.</p> <p><b>KEY ROLES:</b></p> <p>Administer, analyse, supervise, manage, or direct activities for a diverse student population with respect to their academic needs, including course and program requirements for undergraduate, graduate, certificate and diploma programs or other courses. Provide guidance on registration, records, marks, and other academic issues. Facilitate the pursuit of academic goals and ensure students benefit fully from their University experience. Assess student academic progress and ensure students make appropriate educational choices and decisions.</p> <p><b>TYPICAL FUNCTIONS:</b></p> <p>(i) Participate in the development and implementation of policies and new initiatives that support the strategic direction of the unit.  (ii) Provide professional expertise and advice to students and staff on a variety of student and academic issues.  (iii) Review, analyse and make decisions on a variety of student affairs issues including registration issues, marks, course requirements, eligibility of credits, etc.  (iv) Review decisions regarding student academic appeals and correct where appropriate.  (v) Select and recommend candidates for special certifications and in-course awards.  (vi) Develop workshops designed to assist students with a variety of student affairs issues.  (vii) Work with faculties to create or facilitate the development of new workshops, seminars and information sessions for undergraduate or graduate students on variety of topics related to skills development.  (viii) Participate in the review and updating of new procedures with other faculties.  (ix) Maintain regular contacts with outside organizations and universities.  (x) Write, review, update and develop publication material, including reference guides and supporting materials.  (xi) Meet with new students and parents.  (xii) Participate at meetings, make recommendations and provide solutions.  (xiii) Supervise staff and evaluate progress of assignments and results.</p> <p><b>EDUCATION AND EXPERIENCE:</b></p> <p>-- Undergraduate degree  -- Three (3) years' related experience</p>	MPEX Grade 04 (Grade)

MPEX-SAF2E - MPEX-SAF2E Admin Student & Student  
Sports Coaching - Academic Services Services  
Professional 2 -  
Head Coach

**JOB PROFILE SUMMARY:**

Provide the integration of McGill's values, standards, and goals with respect to student life and learning into University policies, operations and procedures. Ease students' integration into University life, support students' learning and guide them towards a rewarding student life experience by offering a broad range of services in a supportive environment. Provide student admissions and enrolment services for undergraduate, graduate, certificates and diploma programs. Participate in student recruitment fairs, student exchange programs, convocation and graduation activities. Oversee government reporting and compliance. Offer a variety of student services including career planning, campus life and engagement, scholarships and student aid, counselling and tutorial, health and mental health, international student services, immigration, services for students with disabilities, religious life, and other programs. Offer student affairs services including advising, student records, registration and exam and invigilation activities. Offer programs related to Athletics and Recreation.

**KEY ROLES:**

Administer, analyze, supervise, manage, or direct activities for the identification and recruitment of prospective varsity student-athletes, coaching a varsity sports team, and for student-athlete development. Offer sport related programs for athletics and recreation.

**TYPICAL FUNCTIONS:**

- (i) Provide professional coaching services to varsity student-athletes on sport specific teams.
- (ii) Provide professional expertise and advice to senior management on annual plan and team objectives.
- (iii) Develop and manage effective recruitment and retention strategies that identify prospective varsity student-athletes who would be an asset to the University and the team.
- (iv) Liaise with sports leagues and associations, Quebec CEGEPS, and with high schools provincially, nationally, and internationally.
- (v) Coach, educate and develop varsity student-athletes to gain and develop sports specific and holistic skills, knowledge and technical abilities that will allow them to maximize their potential.
- (vi) Research and recommend tools and metrics analytics assessment plans to assess varsity student-athletes' strengths and weaknesses.
- (vii) Develop and advise on sports specific yearly training plans and advise senior management on team objectives.
- (viii) Assist in the development of fitness programs for varsity student-athletes that include aerobic, anaerobic, speed, power, agility and mobility and recovery training.
- (ix) Administer fitness tests and skills tests on an individual and group basis.
- (x) Develop and advise on training camps/clinics. Implement daily practice plans.
- (xi) In collaboration with other professionals, work with other physiotherapists, doctors, nutritionists, dieticians, and sports medicine staff.
- (xii) Manage activities and events including coaching clinics, training camps, practices, banquets and award ceremonies, and alumni receptions. Attend events.
- (xiii) Oversee team budget.
- (xiv) Collaborate with University Advancement on implementing fundraising activities, community outreach and sponsorships programs.
- (xv) Foster an environment where varsity student athletes can evolve academically and monitor educational progress.
- (xvi) Stay current on sports and development trends and apply best practices.
- (xvii) Participate at meetings, make recommendations, and provide solutions.
- (xviii) Supervise support staff and evaluate progress of assignments and results.

**EDUCATION AND EXPERIENCE:**

- Undergraduate degree
- Three (3) years' related experience

**JOB PROFILE SUMMARY:**

Provide the integration of McGill's values, standards, and goals with respect to student life and learning into University policies, operations and procedures. Ease students' integration into University life, support students' learning and guide them towards a rewarding student life experience by offering a broad range of services in a supportive environment. Provide student admissions and enrolment services for undergraduate, graduate, certificates and diploma programs. Participate in student recruitment fairs, student exchange programs, convocation and graduation activities. Oversee government reporting and compliance. Offer a variety of student services including career planning, campus life and engagement, scholarships and student aid, counselling and tutorial, health and mental health, international student services, immigration, services for students with disabilities, religious life, and other programs. Offer student affairs services including advising, student records, registration and exam and invigilation activities. Offer programs related to Athletics and Recreation.

**KEY ROLES:**

Administer, analyze, supervise, manage, or direct activities for the identification and recruitment of prospective varsity student-athletes, coaching a varsity sports team, and for student-athlete development. Offer sport related programs for athletics and recreation.

**TYPICAL FUNCTIONS:**

- (i) Participate in the development and implementation of policies and new initiatives that support the strategic direction of the unit.
- (ii) Work with Head Coaches with varsity student athletes on sports specific teams. Liaise with sports leagues and associations, Quebec CEGEPs and with high schools, provincially, nationally and internationally.
- (iii) Organize the structure of training camps, clinics and create team building activities for the program. Implement practice plans. Review and monitor team and individual varsity student-athlete technical and strategic development.
- (iv) Monitor sports specific seasonal plans, including technical, tactical and the strategic components for the team.
- (v) In collaboration with other professionals, assist in the development and implementation of fitness programs for varsity student-athletes that include aerobic, anaerobic, speed, power, and agility training.
- (vi) Administer fitness and skills tests on an individual and group basis.
- (vii) Work with the varsity student-athletes on mental preparation, including stress management, mental rehearsal and visualization techniques.
- (viii) Monitor and support the cognitive and emotional development and recovery/regeneration of varsity student-athletes.
- (ix) Monitor the academic progress of the varsity student-athletes.
- (x) Implement administrative procedures and processes in support of the team goals and objectives. Compile statistics and produce reports for inclusion in University and external reports.
- (xi) Collaborate with the coaching team on the creation of non-conference and practice schedules, budget and team travel schedule.
- (xii) Participate in the organization of activities and events including coaching clinics/camps, practices, banquets, and award ceremonies.
- (xiii) Work with University Advancement on implementing fundraising activities, community outreach and sponsorship programs.
- (xiv) Attend meetings.
- (xv) Supervise support staff and oversee the work of employees, including casuals. Assist employees in their training.

**EDUCATION AND EXPERIENCE:**

- Undergraduate degree
- Three (3) years' related experience

MPEX-SAF2S - MPEX-SAF2S Admin Student & Student  
Sports Coaching - Academic Services Services  
Professional 2 -  
Assistant Coach

MPEX Grade 05 (Grade)

MPEX Grade 04 (Grade)

MPEX-SAF3A - Student Enrolment - Senior Professional/Manager	MPEX-SAF3A	Admin Student & Academic Services	Student Enrolment	<p><b>JOB PROFILE SUMMARY:</b> Provide the integration of McGill's values, standards, and goals with respect to student life and learning into University policies, operations and procedures. Ease students' integration into University life, support students' learning and guide them towards a rewarding student life experience by offering a broad range of services in a supportive environment. Provide student admissions and enrolment services for undergraduate, graduate, certificates and diploma programs. Participate in student recruitment fairs, student exchange programs, convocation and graduation activities. Oversee government reporting and compliance. Offer a variety of student services including career planning, campus life and engagement, scholarships and student aid, counselling and tutorial, health and mental health, international student services, immigration, services for students with disabilities, religious life, and other programs. Offer student affairs services including advising, student records, registration and exam and invigilation activities. Offer programs related to athletics and recreation.</p> <p><b>KEY ROLES:</b> Administer, analyse, supervise, manage, or direct activities for a diverse student population with respect to their academic needs, including admissions and enrolment services for undergraduate, graduate, certificate and diploma program. Participate in student recruitment activities, job fairs, high school and CEGEP visits, to promote McGill and its programs and student life. Oversee activities related to student and academic records, exams, invigilation, graduation and convocation. Production of reports and surveys related to government reporting and compliance.</p> <p><b>TYPICAL FUNCTIONS:</b> (i) Provide senior professional expertise in the development and implementation of policies, programs and systems that support the unit's initiatives. (ii) Oversee the implementation of short-term goals and objectives related to the function. (iii) Provide senior administration with advice on emerging issues related to enrolment services, management of academic records, convocation, graduation and student recruitment issues. (iv) Manage faculty, department, or units under Enrolment services. (v) Oversee the review and modification of admissions and enrolment criteria requirements and make recommendations. (vi) Maximize the pool of qualified applicants for acceptance for undergraduate and graduate programs. (vii) Define and develop annual strategies for enrolment targets. (viii) Ensure that enrolment, government reporting, scholarships and student records targets are met. (ix) Develop and ensure implementation of student recruitment and marketing strategies. (x) Oversee budgets and financial expenses related to travel and recruitment activities. (xi) Write publications, reference guides and other related materials. (xii) Provide guidance on and ensure compliance with government reporting and other required information and reports. (xiii) Make recommendations on financial and human resources needs. (xiv) Attend senior level meetings and represent the unit at internal and external meetings. (xv) Manage a team of professional and administrative staff.</p> <p><b>EDUCATION AND EXPERIENCE:</b> – Undergraduate degree – Five (5) years' related experience</p>	MPEX Grade 07 (Grade)
MPEX-SAF3B - Student Services - Senior Professional/Manager	MPEX-SAF3B	Admin Student & Academic Services	Student Services	<p><b>JOB PROFILE SUMMARY:</b> Provide the integration of McGill's values, standards, and goals with respect to student life and learning into University policies, operations and procedures. Ease students' integration into University life, support students' learning and guide them towards a rewarding student life experience by offering a broad range of services in a supportive environment. Provide student admissions and enrolment services for undergraduate, graduate, certificates and diploma programs. Participate in student recruitment fairs, student exchange programs, convocation and graduation activities. Oversee government reporting and compliance. Offer a variety of student services including career planning, campus life and engagement, scholarships and student aid, counselling and tutorial, health and mental health, international student services, immigration, services for students with disabilities, religious life, and other programs. Offer student affairs services including advising, student records, registration and exam and invigilation activities. Offer programs related to athletics and recreation.</p> <p><b>KEY ROLES:</b> Administer, analyse, supervise, manage, or direct a variety of student services programs including career planning, campus life and engagement, scholarships and student aid, counselling and tutorial services, health and mental health services, services for students with disabilities, First Peoples House, spiritual and religious life services. Oversee activities related to international students and immigration. Offer programs related to Athletics and Recreation. Deliver comprehensive programs and training related to these areas. Offer services and programs to provide a smooth transition for students from acceptance to graduation.</p> <p><b>TYPICAL FUNCTIONS:</b> (i) Provide senior professional expertise in the development and implementation of policies, programs and systems that support the unit's initiatives. (ii) Oversee the implementation of short-term goals and objectives related to the function. (iii) Manage several small units under Student Services or one larger unit. Exercise control over financial, physical and human resources. (iv) Provide counselling services for students individually or in groups for students on a variety of issues including students in distress or with high levels of anxiety. (v) Manage the Student Health Services and Mental Health Services clinics. (vi) Oversee the award of scholarships including bursaries; and the administration of funds related to student aid. Develop new programs related to student aid. (vii) Select candidates for departmental scholarships awards and recommend candidates for University and government and McGill scholarships. (viii) Provide guidance for international students and assist with complex immigration issues. Deal with government officials or other agencies to resolve complex problems. (ix) Develop policies, priorities and programs for the delivery of career planning services to employers and students. (x) Promote McGill students through the development and implementation of marketing programs for Canada, USA and abroad. (xi) Manage the activities related to career planning services. (xii) Partner with faculties to focus student attention on career planning. (xiii) Develop contacts with student organizations and career events across campus. Liaise with organizations, the media, University committees, community groups and workgroups involved in career services. (xiv) Make recommendations on financial and human resources needs. (xv) Attend senior level meetings and represent the unit at internal and external meetings. (xvi) Manage a team of professional and administrative staff.</p> <p><b>EDUCATION AND EXPERIENCE:</b> – Undergraduate degree – Five (5) years' related experience</p>	MPEX Grade 07 (Grade)
MPEX-SAF3D - Student Affairs - Senior Professional/Manager	MPEX-SAF3D	Admin Student & Academic Services	Student Affairs	<p><b>JOB PROFILE SUMMARY:</b> Provide the integration of McGill's values, standards, and goals with respect to student life and learning into University policies, operations and procedures. Ease students' integration into University life, support students' learning and guide them towards a rewarding student life experience by offering a broad range of services in a supportive environment. Provide student admissions and enrolment services for undergraduate, graduate, certificates and diploma programs. Participate in student recruitment fairs, student exchange programs, convocation and graduation activities. Oversee government reporting and compliance. Offer a variety of student services including career planning, campus life and engagement, scholarships and student aid, counselling and tutorial, health and mental health, international student services, immigration, services for students with disabilities, religious life, and other programs. Offer student affairs services including advising, student records, registration and exam and invigilation activities. Offer programs related to athletics and recreation.</p> <p><b>KEY ROLES:</b> Administer, analyse, supervise, manage, or direct activities for a diverse student population with respect to their academic needs, including course and program requirements for undergraduate, graduate, certificate and diploma programs or other courses. Provide guidance on registration, records, marks, and other academic issues. Facilitate the pursuit of academic goals and ensure students benefit fully from their University experience. Assess student academic progress and ensure students make appropriate educational choices and decisions.</p> <p><b>TYPICAL FUNCTIONS:</b> (i) Provide senior professional expertise in the development and implementation of policies, programs and systems that support the unit's initiatives. (ii) Oversee the implementation of short-term goals and objectives related to the function. (iii) Manage the activities related to student affairs, course/programs, registration, records, marks, and other academic issues. (iv) Plan and review annual strategies in the formulation of student affairs and advising policies and procedures, ensure objectives are met. (v) Develop and oversee implementation of student exchange policies and procedures. (vi) Oversee preparation of reports and year-end documentation. (vii) Manage physical resources of the unit and reporting areas ensuring compliance with University and government regulations and exercising budgetary controls. (viii) Develop, recommend and implement operating and other budgets. Authorize expenditures, audit accounts and ensure compliance with University and departmental budget priorities. (ix) Make recommendations on financial and human resources needs. (x) Attend senior level meetings and represent the unit at internal and external meetings. (xi) Manage a team of professional and administrative staff.</p> <p><b>EDUCATION AND EXPERIENCE:</b> – Undergraduate degree – Five (5) years' related experience</p>	MPEX Grade 07 (Grade)

MPEX-SAF3E - Sports Coaching - Senior Professional/Manager - Head Coach	MPEX-SAF3E	Admin Student & Academic Services	Student Services	<p><b>JOB PROFILE SUMMARY:</b> Provide the integration of McGill's values, standards, and goals with respect to student life and learning into University policies, operations and procedures. Ease students' integration into University life, support students' learning and guide them towards a rewarding student life experience by offering a broad range of services in a supportive environment. Provide student admissions and enrolment services for undergraduate, graduate, certificates and diploma programs. Participate in student recruitment fairs, student exchange programs, convocation and graduation activities. Oversee government reporting and compliance. Offer a variety of student services including career planning, campus life and engagement, scholarships and student aid, counselling and tutorial, health and mental health, international student services, immigration, services for students with disabilities, religious life, and other programs. Offer student affairs services including advising, student records, registration and exam and invigilation activities. Offer programs related to Athletics and Recreation.</p> <p><b>KEY ROLES:</b> Administer, analyze, supervise, manage, or direct activities for the identification and recruitment of prospective varsity student-athletes, coaching a varsity sports team, and for student-athlete development. Offer sport related programs for athletics and recreation.</p> <p><b>TYPICAL FUNCTIONS:</b> (i) Provide senior professional coaching services to varsity student-athletes on sport specific teams. (ii) Provide senior professional expertise to senior management on team short and long-term goals and objectives. Advise on a variety of sports related and athletics issues. Make recommendations and presentations. (iii) Provide expertise in the development and implementation of policies, programs and systems that support the unit's initiatives. (iv) Oversee the implementation of short-term goals and objectives related to the function. (v) Develop and manage effective recruitment and retention strategies. Identify and recruit prospective varsity student-athletes who would be an asset to the University and the team. (vi) Actively engage with sport leagues and associations, Quebec CEGEPS and with high schools provincially, nationally, and internationally. Build partnerships with local, regional, and national sport organizations to promote the University sports programs. (vii) Coach and develop varsity student-athletes to gain and develop skills, knowledge, and techniques. Design programs and set objectives to ensure that varsity student-athletes train and perform to a high standard. (viii) In collaboration with other professionals in the areas of fitness, injury, sports psychology, nutrition and sports science, work with physiotherapists, doctors, nutritionists, dieticians and sports medicine staff. (ix) Use metrics analytics assessment plans to assess varsity athletes' strengths and weaknesses and identify areas for development. (x) Oversee and attend activities and events such as coaching clinics, training camps, practices, banquets and award ceremonies, and alumni receptions. (xi) Collaborate with University Advancement on implementing fundraising activities and athletic financial award programs. (xii) Act as the team spokesperson and participate in press conferences, and media interviews. (xiii) Make recommendations on financial and human resources needs. Manages the budget, including equipment purchase, travel expenses, and events. (xiv) Introduce new methods and trends and apply best practices. (xv) Attend senior level meetings and represent the unit at internal and external meetings. (xvi) Manage a team of professional and administrative staff.</p> <p><b>EDUCATION AND EXPERIENCE:</b> - Undergraduate degree - Five (5) to Six (6) years' related experience - NCCP National certificate Level 3 or equivalent experiences</p>	MPEX Grade 08 (Grade)
MPEX-SAF4A - Student Enrolment - Director or equivalent	MPEX-SAF4A	Admin Student & Academic Services	Student Enrolment	<p><b>JOB PROFILE SUMMARY:</b> Provide the integration of McGill's values, standards, and goals with respect to student life and learning into University policies, operations and procedures. Ease students' integration into University life, support students' learning and guide them towards a rewarding student life experience by offering a broad range of services in a supportive environment. Provide student admissions and enrolment services for undergraduate, graduate, certificates and diploma programs. Participate in student recruitment fairs, student exchange programs, convocation and graduation activities. Oversee government reporting and compliance. Offer a variety of student services including career planning, campus life and engagement, scholarships and student aid, counselling and tutorial, health and mental health, international student services, immigration, services for students with disabilities, religious life, and other programs. Offer student affairs services including advising, student records, registration and exam and invigilation activities. Offer programs related to athletics and recreation.</p> <p><b>KEY ROLES:</b> Administer, analyse, supervise, manage, or direct activities for a diverse student population with respect to their academic needs, including admissions and enrolment services for undergraduate, graduate, certificate and diploma program. Participate in student recruitment activities, job fairs, high school and CEGEP visits, to promote McGill and its programs and student life. Oversee activities related to student and academic records, exams, invigilation, graduation and convocation. Production of reports and surveys related to government reporting and compliance.</p> <p><b>TYPICAL FUNCTIONS:</b> (i) Establish the strategic direction of the unit and oversee implementation of short and long term plans related to the function. (ii) Provide leadership and direction to McGill community on the strategic direction and long-term goals and objectives for enrolment services, including the formulation of new policies and programs and evaluates organizational impact. (iii) Establish and develop links and partnerships with other areas of the University, faculties and units. (iv) Direct the activities related to admissions and enrolment processes are determined accordingly and specific deadlines are met during the application process. (v) Direct the activities related to academic student records, exams and invigilation, graduation and convocation. (vi) Negotiate and establish with senior administration that targets for enrolment and student recruitment are maximized and objectives are met. (vii) Direct or manage the student recruitment activities, including job fairs, visits to high schools and CEGEPS, and other events. (viii) Lead and guide the activities related to Service Point strategies and long-term objectives. (ix) Act as spokesperson with government agencies and other organizations. (x) Establish an organizational plan for the unit and secure budget needs for resources. (xi) Recommend, develop and implement administrative processes, procedures and systems to enhance the effectiveness of the unit's services to the community. (xii) Chair or lead committees and represent the University at internal and external meetings. (xiii) Direct and manage staff in accomplishing the goals and objectives of the unit.</p> <p><b>EDUCATION AND EXPERIENCE:</b> - Undergraduate degree - Eight (8) years' related experience</p>	MPEX Grade 10 (Grade)

MPEX-SAF4B - Student Services - Director or equivalent	MPEX-SAF4B	Admin Student & Academic Services	Student Services	<p><b>JOB PROFILE SUMMARY:</b> Provide the integration of McGill's values, standards, and goals with respect to student life and learning into University policies, operations and procedures. Ease students' integration into University life, support students' learning and guide them towards a rewarding student life experience by offering a broad range of services in a supportive environment. Provide student admissions and enrolment services for undergraduate, graduate, certificates and diploma programs. Participate in student recruitment fairs, student exchange programs, convocation and graduation activities. Oversee government reporting and compliance. Offer a variety of student services including career planning, campus life and engagement, scholarships and student aid, counselling and tutorial, health and mental health, international student services, immigration, services for students with disabilities, religious life, and other programs. Offer student affairs services including advising, student records, registration and exam and invigilation activities. Offer programs related to athletics and recreation.</p> <p><b>KEY ROLES:</b> Administer, analyse, supervise, manage, or direct a variety of student services programs including career planning, campus life and engagement, scholarships and student aid, counselling and tutorial services, health and mental health services, services for students with disabilities, First Peoples House, spiritual and religious life services. Oversee activities related to international students and immigration. Offer programs related to Athletics and Recreation. Deliver comprehensive programs and training related to these areas. Offer services and programs to provide a smooth transition for students from acceptance to graduation.</p> <p><b>TYPICAL FUNCTIONS:</b> (i) Establish the strategic direction of the unit and oversee implementation of short and long term plans related to the function. (ii) Direct the activities related to counselling and tutorial services. (iii) Lead individual and group counselling and therapy to students experiencing emotional, psychological difficulties, vocational or academic concerns. (iv) Meet with extremely fragile and at risk students in crisis or with high levels of anxiety. (v) Lead crisis interventions and emergency response to student behaviour involving violence and suicide prevention. (vi) Establish an organizational plan for the units and secure budget needs for resources. (vii) Interpret psychological, personality and vocational tests and instruments. (viii) Serve as consultant to the University community on issues concerning student's issues on academic, personal, financial and immigration issues. (ix) Supervise graduate students completing internship requirements. (x) Establish an organizational plan for the unit, secure budget needs for resources. (xi) Recommend, develop and implement administrative processes, procedures and systems to enhance the effectiveness of the unit's services to the community. (xii) Chair or lead committees and represent the University at internal and external meetings. (xiii) Direct and manage staff in accomplishing the goals and objectives of the unit.</p> <p><b>EDUCATION AND EXPERIENCE:</b> -- Undergraduate degree -- Eight (8) years' related experience OR -- Masters degree or Ph.D -- Two (2) years' related experience</p>	MPEX Grade 10 (Grade)
MPEX-SAF4D - Student Affairs - Director or equivalent	MPEX-SAF4D	Admin Student & Academic Services	Student Affairs	<p><b>JOB PROFILE SUMMARY:</b> Provide the integration of McGill's values, standards, and goals with respect to student life and learning into University policies, operations and procedures. Ease students' integration into University life, support students' learning and guide them towards a rewarding student life experience by offering a broad range of services in a supportive environment. Provide student admissions and enrolment services for undergraduate, graduate, certificates and diploma programs. Participate in student recruitment fairs, student exchange programs, convocation and graduation activities. Oversee government reporting and compliance. Offer a variety of student services including career planning, campus life and engagement, scholarships and student aid, counselling and tutorial, health and mental health, international student services, immigration, services for students with disabilities, religious life, and other programs. Offer student affairs services including advising, student records, registration and exam and invigilation activities. Offer programs related to athletics and recreation.</p> <p><b>KEY ROLES:</b> Administer, analyse, supervise, manage, or direct activities for a diverse student population with respect to their academic needs, including course and program requirements for undergraduate, graduate, certificate and diploma programs or other courses. Provide guidance on registration, records, marks, and other academic issues. Facilitate the pursuit of academic goals and ensure students benefit fully from their University experience. Assess student academic progress and ensure students make appropriate educational choices and decisions.</p> <p><b>TYPICAL FUNCTIONS:</b> (i) Establish the strategic direction of the unit and oversee implementation of short and long term plans related to the function. (ii) Provide leadership and direction to McGill community on the delivery of comprehensive student affairs and advising strategies, programs and services. (iii) Formulate, plan and oversee the direction of student affairs and advising programs, policies and procedures ensuring coherence with the University's mission. (iv) Oversee the development and implementation of policies, processes, procedures and systems to enhance the effectiveness of the unit's services to the community. Evaluate progress and results. (v) Liaise with government and other universities to develop new strategic initiatives in student affairs. (vi) Ensure that faculties are following best practices in student affairs matters. (vii) Establish an organizational plan for the unit, secure budget needs for resources. (viii) Recommend, develop and implement administrative processes, procedures and systems to enhance the effectiveness of the unit's services to the community. (ix) Chair or lead committees and represent the University at internal and external meetings. (x) Direct and manage staff in accomplishing the goals and objectives of the unit.</p> <p><b>EDUCATION AND EXPERIENCE:</b> -- Undergraduate degree -- Eight (8) years' related experience</p>	MPEX Grade 10 (Grade)